



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY REQUEST FOR QUALIFICATIONS (RFQ) GOLF COURSE IRRIGATION SYSTEM ANALYSIS

The Town of Simsbury is soliciting a statement of qualifications from qualified independent consultants with expertise in golf course irrigation systems to provide an in-depth evaluation of the irrigation system at the Simsbury Farms Golf Course and to provide a comprehensive report detailing the status of the current system and reasoning for any necessary repairs or upgrades.

The Request for Qualifications (RFQ) is available online at:

<https://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 submissions or to waive any irregularities therein, or to accept the submission deemed to be in the best interest of the Town of Simsbury.

Questions regarding this RFQ should be directed to Michael Wallace, Golf Course Superintendent at mwallace@simsbury-ct.gov. In order to receive consideration, all questions must be submitted by 4:30pm on August 13, 2018. A response to all relevant questions will be provided prior to the close of business on August 16, 2018 via addendum that will be posted on the Town website at:

<https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

Interested and qualified consultants are to send their statement of qualifications electronically to tyburski@simsbury-ct.gov with the subject line reading "Golf Course Irrigation System Analysis RFQ". Only electronic copies will be accepted. Hard copies will not be considered. **Submissions must be received no later than 4:30pm on Thursday, August 23, 2018.** No statement of qualifications will be accepted after the date and time specified.

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

An Equal Opportunity Employer
www.simsbury-ct.gov

8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

**TOWN OF SIMSBURY
REQUEST FOR QUALIFICATIONS (RFQ)
GOLF COURSE IRRIGATION SYSTEM ANALYSIS**

1. Introduction, General Information

The Town of Simsbury is soliciting a statement of qualifications from qualified independent consultants with expertise in golf course irrigation systems to provide complete assessment and inventory of the golf course irrigation system and to evaluate the future irrigation needs of the Simsbury Farms Golf Course. It is anticipated that the report completed by the consultant will include recommendations to inform any necessary upgrades and/or replacement of the existing system. The selected consultant may be retained to assist the Town in any future system implementation. The Town will not accept submissions from manufacturers, manufacturer's representatives, firms who would bid on system replacements or consultants having preferential relationships with manufacturers/suppliers.

2. Submission and Deadline

Statement of qualifications must be received by **4:30pm on Thursday, August 23, 2018**. Complete electronic statement of qualifications, clearly marked "Golf Course Irrigation System Analysis RFQ," shall be sent to ttyburski@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.

Questions regarding this RFQ should be directed to Michael Wallace, Golf Course Superintendent at mwallace@simsbury-ct.gov. In order to receive consideration, all questions must be submitted by 4:30pm on August 13, 2018. A response to all relevant questions will be provided prior to the close of business on August 16, 2018 via addendum that will be posted on the Town website at:

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3. Background and Existing Environment

The Town of Simsbury was incorporated as Connecticut's twenty-first town in May 1670. It is centrally located in the heart of the New York-Boston corridor, and is located 20 minutes northwest of Hartford and 20 minutes southwest of Bradley International Airport. Simsbury operates under a Town Manager-Board of Selectmen form of government with the Town Manager serving as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

The Town has a land area of approximately 34.5 square miles and a population of 24,407. It is bordered by five municipalities: Avon, Bloomfield, Canton, East Granby, and Granby. The Town is traversed by State Route 10 and US Route 202, US Route 44, and State Routes 167, 185, 189, 309 and 315 and is bisected by the Farmington River.

The Town of Simsbury is seeking proposals to provide an in-depth evaluation of the irrigation system at the Simsbury Farms Golf Course. The golf course is located at 100 Old Farms Road, West Simsbury CT 06092. Simsbury Farms Golf Course was originally designed by Geoffrey Cornish. One of the finest in the area, the course is a challenging layout for players of all abilities. The course also includes a fully stocked pro shop, restaurant and banquet tent. The facility was opened to the public in 1972.

The existing irrigation system is a Toro Osmac System, was installed in the mid 1990's, and has had some modifications done on it since then. The PVC pipe used for the system has a life expectancy of 20 to 25 years. Our current tee and fairway sprinklers are original to the last upgrade. The central controller communicates one way sending a signal to the sprinkler to come on for a predetermined period of time. It cannot determine whether the programmed sprinkler actually did function properly. Our current satellites are not capable of being programmed and stand alone to run the system. The existing pump station is performing well.

The following is a breakdown the irrigation system components:

- 1) Recharge Well located to the west of the golf course
- 2) Watertronics pump station
- 3) Toro Central Controller with Osmac Radio Signaling
- 4) Two wire control to individual sprinkler heads
- 5) 12 satellite controllers
- 6) One clubhouse controller
- 7) Two power line stabilizer/cleaners
- 8) Site Pro 7 Program
- 9) NSN Support
- 10) Watervision Communication
- 11) Primary power supplied to transformer pad by direct burial cable (not in conduit) stepped down to 480 volt/three phase power.

Isolation valves should be analyzed for both mainline and laterals. The completed report should include a comprehensive evaluation of the current system to include but not limited to: coefficient of uniformity testing; data tracking ability; remote access ability; automatic shut-down capability; failure notification; sprinkler run verification; evaluation of underground power supply; and possible replacement/conduit. Evaluation of existing isolation valves on main lines and laterals should also be included. Special attention to the double green complex is required as to spacing and pressures available for effective coverage.

4. Scope of Services

Services to be provided by the selected consultant include but are not limited to the following:

- Complete assessment of irrigation system, including but not limited to coefficient of uniformity testing, data tracking ability, remote access ability, automatic shutdown capability, failure notification, and sprinkler run verification Provide recommendations regarding current system supportability.
- Analysis of the effectiveness and efficiency of the existing system, including evaluation of existing isolation valves on main lines and laterals.
- Assessment of current repair and maintenance operation provided for the current irrigation system and how these should be modified now and in the future.
- Review current technologies and provide a summary of potential use and benefits of different technologies.
- Make recommendations relative to upgrades or replacement of existing irrigation system components. Future upgrades should include satellites that can stand alone, if need be. Ideally it would be integrated with the existing weather station and be able to communicate current conditions to a remote location. It should have the capabilities of remote access and control to allow for real time adjustments to the irrigation programs.
- Provide cost estimates for replacement or upgrade of components, if recommended, which shall include not less than two alternate solutions (system manufacturers). Such estimates should include all costs associated with the recommendation, including installation and maintenance.
- Attend meetings with staff as needed to perform sufficient analysis and review and present findings to the Town Manager and Board of Selectmen.
- In the event that the Town determines that it is best served by an upgrade or replacement of the current golf course irrigation system, and should funds be appropriated for the same, the Town, at its sole option, would seek any or all of the following services from the selected consultant:
 - Design of a new/upgraded irrigation system for the golf course
 - Preparation of plans specifications and management of bid process
 - Construction administration and project management support
 - Post cut-over monitoring, including monitoring of system performance and reporting on quality control

5. Qualifications

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

- A minimum of five (5) or more years of consulting experience focused on design and construction of golf course irrigation systems.
- Previous system design, replacement or upgrade experience that is similar in both size and scope to that requested in this RFQ.
- Experience with coordinating and working between multiple agencies to ensure coordination with and support by all parties.
- Certification in the field of golf course irrigation and design.

6. **Proposals**

The Town of Simsbury will not be liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before the Town. Consultants shall submit the following as their statement of qualifications:

- **Letter of Transmittal** – A letter addressed to Maria Capriola, Town Manager, 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 the firm's authorized official. The letter must also provide the name, title, address, and telephone number for the person who may be contacted for the purpose of clarifying any information provided in the submission.
- **Project Understanding** – Statement regarding the firm's qualifications related to this project and detail on the firm's understanding of the requirements presented in this RFQ.
- **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 for 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 for the individual with authority to negotiate and contractually bind the firm. The Town reserves the right to negotiate the fees and payment schedules with the selected consultant.

7. **Selection Criteria, Evaluation and 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 firm other than that with the lowest cost if it is in the best interests of the Town.

The Town reserves the right to reject any or all submissions or parts thereof for any reason, and to waive any informalities or minor inconsistencies with this RFQ. The Town anticipates inviting the firms 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 firm it determines best qualified to perform the required services.

8. Timeline

The anticipated RFQ schedule is as follows:

RFQ Issued	July 19, 2018
Questions Due	August 13, 2018
Response to Questions Posted	August 16, 2018
Statement of Qualifications Due	August 23, 2018
Interview Selected Respondents	Weeks of September 10/17, 2018
Select Respondent	By September 28, 2018
Commencement of Services	On or around October 1, 2018
Completion of Preliminary Report	November 30, 2018
Staff & Consultant Meetings To Review Draft	December, 2018
Completion of Final Report	December 31, 2018

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

9. Insurance and Indemnification

The selected firm 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 duration of 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.