

**REQUEST FOR QUALIFICATIONS AND
REQUEST FOR PROPOSALS FOR
ARCHITECTURAL SERVICES
CROMWELL BELDEN PUBLIC LIBRARY
TOWN OF CROMWELL, CONNECTICUT**

The Town of Cromwell is seeking written responses to a Request for Qualifications & Proposals (RFQ/RFP) to retain an architectural firm for pre-bond services and cost estimates necessary for the expansion and modernization of the Cromwell Belden Public Library.

An original and six (6) copies of qualifications, proposals and fee must be submitted to the Town Manager's Office, Town Hall, 41 West Street Cromwell CT 06416 by 2:00 PM on February 24, 2017. This RFQ/RFP is available at the Office of Public Works or by accessing the Town's website. Qualifications, Proposals and Fee must be submitted in separate sealed envelopes marked "Qualifications for Architectural Services- Cromwell Belden Public Library", "Proposal for Architectural Services- Cromwell Belden Public Library" and "Fee for Architectural Services- Cromwell Belden Public Library".

A non-mandatory pre-proposal walk through of the existing facility is scheduled for Wednesday the 15th of February at 10:00AM at Cromwell Belden Public Library, 39 West Street, Cromwell.

**REQUEST FOR PROPOSALS FOR
ARCHITECTURAL SERVICES
CROMWELL BELDEN PUBLIC LIBRARY**

A. GENERAL INFORMATION

- 1.1 Issuing Office:** This Request for Qualifications & Proposals (RFQ/RFP) is issued by the Town of Cromwell, Connecticut, Town Manager's Office.
- 1.2 Purpose:** The purpose of the RFQ/RFP is to provide prospective firms, with essential information to enable them to prepare and submit qualifications and proposals to provide architectural services to the Town of Cromwell. The Cromwell Belden Library serves a population of 14,217 and is currently housed in a 13,692 square foot building constructed in 1981 located at 39 West Street (adjacent and connected to Town Hall). The Town intends to modernize and expand the existing library within the constraints of the site and the proposed budget (\$3M).
- 1.3 Qualifications & Proposals:** All documents received by the Town in response to this RFQ/RFP will be retained.

Submissions must:

- A.** Constitute a complete response to this RFQ/RFP, using the Proposal Form provided in this document.
- B.** Include an original and six (6) copies of each: qualifications, proposal and fee.
- C.** Qualifications, Proposal and Fee must be received by:

Town of Cromwell
Anthony J. Salvatore, Town Manager
Town Hall
41 West Street
Cromwell, CT 06416

no later than 2:00 PM on February 24, 2017. Envelopes must be clearly marked "Qualifications for Architectural Services- Cromwell Belden Public Library", "Proposal for Architectural Services- Cromwell Belden Public Library" and "Fee for Architectural Services- Cromwell Belden Public Library". Firms mailing submissions should allow for normal delivery time to ensure timely receipt of their documents. Qualifications, proposals and fee may not be submitted by email.

- D.** Qualifications and Proposals must be signed by an official authorized to bind the firm to its provisions.

E. Qualifications and Proposals must include a statement that the proposal remains valid for a period of at least ninety (90) days from the date of its submission for pre-referendum services and post referendum services. Proposals shall remain valid for twelve (12) months. .

1.4 Rejection of Qualifications and/or Proposals: The Town reserves the right to reject any and all qualifications and/or proposals received as a result of this RFQ/RFP.

1.5 Communications Concerning RFQ/RFP: All questions relevant to the development of a proposal are to be directed to:

Jon Harriman, P.E., Town Engineer
Town Hall
41 West Street
Cromwell, CT 06416
Phone: (860) 632-3465
Email: jharriman@cromwellct.com

Any questions determined to be of interest to all prospective bidders will be answered in writing and provided to all bidders by email. No bidder may contact any other employee or elected or appointed official of the Town of Cromwell with respect to the RFQ/RFP or the submission of a bid. The Town will make available the records of the Connecticut State Library construction grant submission to assist firms in answering questions concerning the proposed specifications. Included in the Appendix of these specifications is the following information:

- 1) Program Phase Requirements
- 2) Schematic Design Requirements

1.6 Additional Information:

A. Revisions or addenda to the RFQ/RFP: In the event it becomes necessary to revise or supplement any part of the RFQ/RFP, the revision or supplement will be provided to all prospective firms by email.

B. Experience: Firms with experience in architectural services for libraries are encouraged to apply.

C. Incurring Costs: The Town will not be liable for any costs incurred by a firm in the preparation or submission of qualifications or proposals.

D. Civil Rights Compliance: Where applicable, firms must comply with the Civil Rights Act of 1964, the Equal Employment Act, and the Connecticut Fair Employment Practices Act.

- E. News Releases:** News releases pertaining to this RFQ/RFP or the services, study or project to which it relates will not be made without prior approval, and then only in coordination with the Town.
- F. Acceptance of Proposal Content:** The contents of the successful proposal may, at the Town's option, become part of the contract entered into by the successful firm and the Town.

B. CONTENT OF QUALIFICATIONS

2.1 General Requirements

- A.** Statement as to the firm's particular abilities and qualifications related to this project, as well as the number of years the firm has been in business, the geographical area of operations and professional affiliations.
- B.** List of municipalities in Connecticut and other states for which the firm has provided similar services in the last three years with the name and contact information for each of these municipalities
- C.** Resumes of key personnel who would be assigned to this project, and a list of standard office hourly rates. Please also indicate the principals in the organization and the size and composition of the organization.
- D.** Additional information or documentation that may be useful and applicable to this project.
- E.** Provide the names of all sub-consulting firms, the proposed staff and their relevant experience. Indicate amount of experience with said sub-consultants.
- F.** Information concerning any suits filed, judgments entered or claims made against the firm during the last five years with respect to architectural services provided by the firm or any declaration of default or termination for cause against the firm with respect to such services. In addition, state whether during the past five years the firm has been suspended from bidding or entering into any government contract.

C. CONTENT OF PROPOSALS

3.1 Scope of Services

- A. Description of Property:** The Cromwell Belden Library serves a population of 14,217 and is currently housed in a 13,692 square foot building constructed in 1981 located at 39 West Street.

- B. Summary of Project:** The proposal must address two phases, both requiring funding and formal approval by the Town and, where appropriate the State of Connecticut before proceeding to the next phase. The Town will evaluate each proposal as to whether or not it best meets the Town's interests and needs.

The Cromwell Belden Public Library renovation/expansion project aims to modernize the library space and bring the library facilities into line with the current needs of the community. The current facility was completed in 1981 and does not allow for current technological needs or the changing patterns of use of public libraries, and needs to be expanded to include a public meeting space. The renovations should also take into account improved workflows for the library staff and more efficient use of staff and public workspaces.

Two areas have been identified for expansion possibilities. The first area is a currently an open courtyard located between the library and the Town Hall gymnasium. The second area identified for possible expansion is along the west side of the existing Library

1. Phase I: Pre-Bond Services

- (a) Architectural Programming and Pre-design
- Programing shall incorporate and refine the Building Program produced by the Town of Cromwell.
 - The architect shall analyze detailed information about the existing site utilities, physical feature, location, traffic patterns and the like. Plans relevant to the original construction of the Cromwell Belden Library will be provided by the Town.
- (b) Schematic design and cost estimate:
- The firm shall prepare preliminary plans and schematic drawings including as a minimum, sketches showing the proposed external and internal configuration of the building modernization and expansion and allocation of space by function and placement of furniture and equipment completion.
 - The Architect shall conduct a survey of the existing facilities, user group meetings and collect and implement information obtained from these meetings into the design.
 - The Architect shall provide at least two renderings of the library modernization and expansion. The renderings shall be mounted on illustration board and be of such quality to be displayed during the referendum process, if necessary. The renderings shall cover a floor plan, an interior and an exterior perspective view.

- The architect shall provide a separate cost associated with providing a scale model of the library on the site. The model shall be of such quality as to be displayed during the referendum process.
- The Architect shall conduct twice monthly progress meetings to review these plans with the Town of Cromwell and appropriate Town agencies as required. (Library Commission, Town Council, Board of Finance).
- At the close of the schematic design phase the architect shall provide a project cost estimate. That cost estimate shall include all expenses required to be paid by the Town to complete the project including a complete systems or CSI estimate for construction. The estimate for Hard Construction Costs shall be performed by an independent cost estimating firm, construction management firm or similar entity.

2. Phase II: Post Bond Services

- (a) Design Development
- (b) Construction Documents
- (c) Bidding and negotiation
- (d) Construction phase
- (e) Post construction services

3.2 Other Requirements

Proposals should also include the following:

- A. Prior to contract, the winning firm will be required to show evidence of insurance coverage of a kind and in an amount satisfactory to the Town
- B. List of all services not specifically included within your proposal for services.
- C. Preliminary schedule for Pre and Post Bond Services for all phases of the planning, design, and construction documents for the proposed library.
- D. Time to completion of Pre-Bond Services. To comply with the conditions of the Connecticut State Library Construction Grant, firms must indicate that they will be able to complete all Pre-Bond Services by June 16, 2017. Firms should anticipate having a Notice to Proceed by March 24, 2017.

D. SELECTION PROCESS

4.1 Review Process: All qualification packages will be reviewed by the Selection Committee consisting of not less than three (3) people appointed by the Town Manager.

The Town reserves the right to waive non-material deficiencies in any qualifications statement or proposal.

Qualifications packages will be opened and evaluated based on what is deemed to be in the best interests of the Town, including such factors as the respondent's experience in public library design, clarity and creativity of the submission, references or recommendations of entities for which the bidder has previously provided services, the persons to be assigned to the project by the bidder, etc.

A short list of finalists will be developed from the qualifications statements and proposals from the short listed firms will be opened and reviewed. A second short list shall be developed from the proposals. Fee envelopes from the remaining short listed firms will be opened and the lowest bidder will be selected.

The Selection Committee expects to recommend a consultant to the Town Manager for approval within 30 days of the RFQ/RFP deadline. The key person to be assigned to this project will be required to be present at this meeting.

The Town expects to complete selection process and begin work by end of March, 2017. If necessary the Town may extend that review period.

Selection as the firm with the preferred proposal does not provide any contract rights to that firm. Any such rights shall accrue only if and when the Town and the firm execute a binding contract. The Town reserves the right to negotiate with the successful firm in any manner necessary to best serve the interests of the Town. If the Town fails to reach an agreement with the successful bidder, the Town may commence negotiations with an alternative bidder or reject all bids and reinstitute the RFQ/RFP process.

4.2 Evaluation Criteria

A. Technical Approach - The following items will be considered:

1. The Architect shall exhibit an understanding of public library design, existing conditions, systems, operations, and schedules.
2. Qualifications of the design professionals.
3. The number of past projects completed by the Architect that are similar to this one in scope or complexity.
4. The quality and performance of Architect's past projects. This shall be evaluated by the Committee during walk-throughs of several of the Architect's completed buildings and interviews with former clients. Please include a list of recent projects.

B. Project Management

1. There shall be a clear assignment of responsibilities for various project tasks to specific individuals. All individuals with major responsibility for the project's design, bidding, specification, and follow-through should be identified.
2. The Architect shall have a demonstrated ability to observe construction and handle field changes and other contingencies that may arise during construction.
3. The Architect shall be able to demonstrate experience providing effective management, design, and monitoring services on past projects
4. The Architect shall demonstrate an ability to complete projects within budget and according to schedule.
5. The Architect's responsiveness to the specific user goals identified in the RFQ/RFP.
6. The quality of communication skills and the effectiveness of the project manager and on-site construction representative from your firm.
7. The ability to coordinate project construction with contractors, equipment suppliers, and library personnel.

(Form of Cover Page of Proposal]

TOWN OF CROMWELL

PROPOSAL FOR CROMWELL BELDEN PUBLIC LIBRARY
ARCHITECTURAL SERVICES

The undersigned has read, understands, and affirms his/her compliance with the requirements contained in the Request for Proposals for Cromwell Belden Public Library Architectural Services for the Town of Cromwell. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm

The proposal consists of this cover page and the following attachments:

Name and Address of Firm:

Name, Title and Contact Information (phone, fax, email) of Authorized Representative:

Signature of Authorized Representative:

APPENDIX

DELIVERABLES REQUIREMENTS

(Attach additional sheets as necessary)

5.0 Program Phase

The program required to be prepared by the Design Team at the completion of this phase of the project will result in a report containing the following:

A. Facility Objectives

B. Statistical Data - including user population projections

C. Space And Facility Requirements - present and projected

1. Functional space requirements
2. Inter-relationships (present and future)
3. Environmental requirements

D. Master Plan - relationship and adjacent physical elements

E. Site Development Requirements

F. Appearance Requirements

G. Phased Development

H. Special Requirements

I. Project Team Schedule

J. Project Cost Budget (proforma)

1. Construction Cost
2. Consultant's Cost
3. Owner Group II and III and or FFE Cost
4. Owner's Other Direct/Indirect Cost

K. Graphic Requirements

1. **Site Plan** - showing the relationship between new and existing structures, traffic flow, existing and proposed topography, landscaping features, roads & walks.
2. **Typical Floor Plans(s)** – a 1/16 -inch scale. May be single line in this phase.
3. **Plans Of Special Floors Or Areas** - at 1/8 inch to provide understanding of the design direction.
4. **Roof Plan**- 1/16-inch scale.
5. **Elevations** - Not fewer than two (2) sketch form at 1 /16 inch or 1/8 inch scale as appropriate.
6. **Diagrammatic Sections**- 1/8-inch scale.
7. **Preliminary Perspective(S)** Optional
8. **Study Model(S)**- optional

5.1 Schematic Design Phase

The documentation required to be prepared by the Design Team at the completion of the schematic design phase will, at minimum, consist of the following:

- A. **Site Plan & Site Section** - showing the relationship between new and existing structures, traffic flow, existing and proposed topography, landscaping features, roads, walks and major utility connects, typically at 1 inch- 20 feet scale.
- B. **Typical Floor Plans(s)** - at 1/8-inch scale.
- C. **Plans Of Special Floors Or Areas** -at 1/4 inch scale
- D. **Roof Plan** - 1/16-inch scale.
- E. **Elevations** - All Exterior Elevations at 1/8 inch scale.
- F. **Sections** - (2) Longitudinal Sections 1/8 inch scale through major areas
Equipment And Furnishings - Indicating any special equipment that influences design; show other equipment and furnishings as required for "proof-of-scheme".
- G. **Perspective** - At Additional Cost per Owner Direction
- H. **Model** - At Additional Cost per Owner Direction

The following reports shall be prepared as a part of the schematic design phase documentation.

A. **Material/systems outline:**

1. **Structural Systems** - Describing proposed materials, foundation types, modules, design loads and design criteria to be employed.
 2. **Building Envelope** – Describing wall systems, window types, glazing types, provisions for cleaning and thermal characteristics and roof systems (waterproofing/weather - proofing requirements.)
 3. **Principal Interior Finishes** - Describing finishes for typical areas, areas subject to heavy use or traffic, toilet areas, and food service areas and any special finishes for example, entry lobby, etc.
 4. **Mechanical Systems** - Outlining tentative selection of energy heating-cooling systems and control methods, including relationship to existing systems, if appropriate.
 5. **Electrical Systems** - Outlining tentative distribution method, typical lighting types and levels, fire protection. emergency and communication systems
 6. **Pollution Control** - Outlining proposed methods of compliance and recommendations for additional controls
 7. **Handicapped Requirements** – Stating where standards for handicapped have not been complied with and giving reasons for noncompliance.
- B. **Interrelationship Review** - Describing provisions for compatibility among structural, Technical and electrical systems; size and location of mechanical-electrical equipment spaces.
- C. **Code Analysis** - Providing written statement describing methods proposed to comply with governing codes and regulations, including zoning, occupancy, life safety, fire resistance, fire protection and structural adequacy.
- D. **Program Conformance Analysis** - Providing general statement describing how Proposed design meets the functional and statistical requirements of the program. Describing any departures from program or any recommended changes and reasons thereof.
- E. **Area Volume Statistics-** Comparison of schematic design proposed versus programmed, net and gross areas for each room and floor. Show areas on plans.
- F. **Project Cost Estimate** - Based on the documentation, an update of the project cost budget including all Site Development, Hard Construction and Soft Costs necessary for a "turn-key" project.