



TOWN OF CROMWELL, CONNECTICUT

**REQUEST FOR QUALIFICATIONS & REQUEST FOR
PROPOSALS FOR:
ARCHITECTURAL/ENGINEERING DESIGN
SERVICES FOR
CROMWELL HIGH SCHOOL FIELD RENOVATIONS**

RFQ/RFP DUE DATE: January 13, 2023 - 2:00PM

RFQ/RFP SUBMISSION LOCATION: Cromwell Town Hall, Town Manager's Office
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The Town of Cromwell is seeking proposals for Architectural/Engineering Design and Construction Administration Services for Cromwell High School Field Renovations Project, located behind Cromwell High School at 1 Donald Harris Drive.

One (1) original and eight (8) copies of qualifications statement and one (1) original and eight (8) copies of **separately** sealed proposals must be received at the Town of Cromwell, 41 West Street, Town Managers Office, Cromwell, CT 06416 by 2:00PM on **January 13, 2023**. The Town will not accept submissions by e-mail or fax. The Town will reject submissions received after the date and time noted above. The documents comprising the Request for Qualifications and Request for Proposals may be obtained on the Town's website, www.cromwellct.com, under Bids and RFPs.

Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its qualifications and proposal in accordance with the RFQ/RFP as modified by the addenda.

The Town reserves the right to amend or terminate this Request for Qualifications and Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.

Jon Harriman, P.E.
Town Engineer

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1. INTRODUCTION

The Town of Cromwell is soliciting qualifications statements and proposals from consulting Architecture and Engineering (A/E) firms (hereinafter referred to as the Firm) to function as the Town's consultant for the conceptual planning, design, permitting, and future construction administration of the proposed new synthetic turf field facility at Cromwell High School. Cromwell High School Field is located behind Cromwell High School at 1 Donald Harris Drive in Cromwell, CT. There is currently a natural grass field within the track that is used year-round for youth sports, high school sports, as well as other activities such as gym classes. The Town of Cromwell would like to convert this natural grass field into a synthetic turf surface that will continue to allow for multi-purpose play of various sports and activities.

Presently the Cromwell High School Football team plays home games at an off-campus football facility located within Pierson Park, located at 20 James Martin Drive (adjacent to the Police Department). It is the intent of this project to move the football facility amenities from Pierson Park to the new multi-purpose turf field at the High School. Cromwell High School will become the location of Cromwell High School Football home games.

The existing tennis courts at Cromwell High School have deteriorated to the point of being unplayable. It would appear that the tennis court location may be feasible for parking expansion. The Firm shall investigate relocating the tennis courts as a part of this project.

The Cromwell High School drainage system discharges to Chestnut Brook, a FEMA flood plain area is applicable with flooding concerns for downstream properties and infrastructure presently known. A drainage analysis with mitigation for increases in impervious surfaces will be required.

The consultant services will include the development of conceptual planning studies and schematics, design documents, architectural building plans, permitting approvals, and possibly construction administration services for the proposed site improvements as required.

SCOPE OF SERVICES

The scope of services will include the following:

First Phase:

Conceptual Planning Study/Schematics

Presentation of Findings to the Town Council (spring of 2023)

In the first phase the Firm will consult with the Cromwell Field Committee members as well as Town and Board of Education staff, work from available plans and mapping, and perform limited surveying services in order to conceptualize a new multi-purpose field facility in the area of the existing track and grass turf field. The Firm will analyze the ability to move the existing score board, field lights and bleachers from Pierson Park to the High School. A new press box, concession stand and public restrooms would be constructed at the high school location (able to operate in extended cold season). These items shall be improved upon as indicated by feedback from the stakeholders. An additional parking lot area, the relocation of the tennis courts and a conceptual drainage plan would be included. A

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summary report of findings, recommendations and conceptual plans would be presented to the Town Council for consideration in moving to the second phase.

In this phase the Firm shall also provide an analysis of playing field surface options (grass vs. synthetic). This analysis shall discuss the positive and negative attributes of the options, to include environmental as well as health and safety concerns of each. The analysis shall also cover the long-term maintenance requirements and costs of each option. The Firm will make a recommendation to the Town on the two options.

Second Phase:

Field Survey including possible wetlands delineation

Design Development Documents

Permitting Approvals

Construction Documents (suitable for public bidding, complete by July 2023)

The intent of this phase is to advance the project to a shovel ready stage so that the Town would be able to pursue grants and other funding opportunities.

The Firm shall provide all required documents to obtain local permits (P&Z, Inland Wetlands) as well as any State (CTDEEP) permits. The bidding documents shall be suitable for obtaining permits from the Cromwell Building Department to construct any associated building structures. The work is inclusive of site utility design (extension of water & sewer, electrical and communications, site drainage, etc). The Town anticipates the need for surveying services in this phase that will include a **Zoning Location Survey conforming to Class A-2/Topographic Survey conforming to Class T-2** (as defined in “Standards and Suggested Methods and Procedures for Maps and Surveys In The State of Connecticut” last rev. 8/29/19), and will accurately depict the boundary lines adjacent to the subject areas, and the topography of the subject areas

Future Phases:

Bidding Phase Consulting Services

Construction Administration and Project Close-Out Phase

Please provide an outline of services and rates/cost estimate for these future phases. The implementation of the future phases is dependent on availability of grants and other funding.

The Scope of Work presented in this RFQ/RFP is general in nature. Interested Firms shall provide a detailed Scope of Work in its proposal that outlines the various tasks it will provide for this project. In addition, Firms shall provide a detailed schedule of work to complete its scope.

A very preliminary conceptual layout of the multi-purpose field and track layout, with a possible tennis court relocation and new parking is provided. This document is not to be construed as the final location of said amenities, the Firm shall investigate and make recommendations on these items. The Town’s concept plan does not include all amenities listed in this RFQ/RFP. At a minimum, the design criteria indicated in the table below shall be followed by the Firm.

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Cromwell High School Complex Design Criteria	
Design Item	Description
Bathrooms	Seasonally heated Male/Female bathroom facilities that have toilets, urinals (men's only), sinks, waste receptacle, and air dryers which are located near the field complex
Bleachers	Separated seating for both home & away visitors that can accommodate normal attendances plus playoff overage
Football Goal Posts	Football goal posts located at either end of the football field that are also out of any other sport playing area
Lacross Nets	Goals for Lacross that can be moved on/off turf surface
Lights	Lighting that is tall enough and bright enough for nighttime sporting events
Multi-sport Scoreboard	Score board that can keep score and game information for all target sports.
Multi Use Field	Turf field sized and lined to accommodate football, soccer, men's and women's lacrosse
Parking Spaces	Sufficient parking spaces to accommodate sporting event crowds
Player Benches	Benches for home and away players to sit on, covered if possible
Press Box	Press box at top of stands to accommodate 6 people (2 announcers, 2 press personnel, 2 school personnel)
Security Perimeter	Fencing around the sport venue with controlled access point for Event Security, that also has field/maintenance access point which is lockable
Soccer Goals	Goals for soccer with wheels to allow movement on/off turf surface without causing damage
Storage	Storage facility to house football, soccer, lacrosse and track equipment needed for games and support equipment, and to replace any storage lost with new project construction
Track & Field Spaces	New running track with appropriate running surface as well as spaces for shot put, discuss, javelin etc.
Catch Nets	Nets at the end and possibly side of the fields to prevent balls from travelling too far or from going outside of event area e.g. neighboring homes
Concession Stand	Menu driven kitchen must maintain code compliance with Connecticut Public Health Code Sec. 19-13-B42
Filming Platform	Area on top of press box to place recording cameras, permanent or temporary
Ticket Booth	Small closet sized area with a window for ticket sales that borders the main entrance

PROJECT TIMELINE

The project goal is to enable the Town to immediately commence programming with the Town, development of design documents for permitting submissions and approvals, construction and bidding documents for summer/fall of 2023.

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PART A: QUALIFICATIONS

Interested Firms should submit a Statement of Qualifications that documents their qualifications and experience to perform the required services. At a minimum, the Statement of Qualifications should include the following items:

I: FIRM BACKGROUND AND PROJECT TEAM (10 pages maximum, double sided)

Provide a background of the Firm (and any subconsultant Firms). Clearly identify the following:

1. Firm Background and Organization Structure
2. Firm shall be licensed to practice architecture and/or engineering in the State of Connecticut.
3. Proposed Project Team, including subconsultant firms)
 - a. Clearly identify Project Team's organization structure
 - b. Resumes of proposed Project Manager, and any other individuals related to the needs of this project, with background and experience related to similar project

II: FIRM RELATIVE EXPERIENCE (8 pages maximum, double sided)

1. Previous completed athletic facility projects, involving synthetic turf and track modifications, for the lead Firm.
 - a. Firm must have a minimum of ten (10) years' experience in the design and renovation of synthetic turf field and tracks in the New England Region.
 - b. Respondents must have completed at least five (5) new synthetic turf field projects and three (3) track renovations within the past five (5) years.
 - c. Examples shall include project description, services provided by the lead firm, year completed, and Project Manager for the project.
2. Membership, and involvement, in Industry Organizations. (ASBA, STC. etc.)
3. Firm shall list all current and past litigation within the past five (5) years.
4. Firm shall list all past claims and/or litigation with the Town of Cromwell.

III: PROJECT REFERENCES (1 page maximum, double sided)

1. Respondents shall provide references for at least the five (5) projects within the past five (5) years listed under Section II.
 - a. Include Name, Project Title, Email Address, and Phone Number for each reference.

PART B: PROJECT SCOPE AND SCHEDULE

I: PROJECT APPROACH (5 pages maximum)

For the project and services outlined in this document, describe your Firms design approach, including the following:

1. Site Assessment, Owner Project Programming, and Conceptual Design

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2. Development of permitting documents and permitting approvals
3. Cost estimating and budget control
4. Development of competitive bidding documents
5. Adhesion to design schedule
6. Bidding assistance
7. Construction administration and project close-out

II: PROJECT SCHEDULE (1-page maximum)

Firms shall submit a detailed schedule of work to complete the project as described above under PROJECT TIMELINE.

1. Background and Intent

It is the goal of the Town to enter into agreement with a vendor that will provide architectural and design services efficiently, accurately, and provide high quality, flexible customer service to the Town. The Vendor will be expected to maintain expert knowledge of architectural and design services to ensure the Town is receiving the highest quality service at the most affordable rates while maintaining quality and secure technology.

The Vendor's principal contact with the Town will be Jon Harriman, P.E., Town Engineer.

2. General Design Services Qualifications for the Town of Cromwell
Eligible Architectural/Engineering Design Services for Cromwell High School Field. Vendors will be those individuals, businesses and firms that meet the following qualifications:

- a. Proposer must have demonstrated experience and expertise in regard to providing the types of or similar services as those outlined in the Scope of Services.
- b. Proposer must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
- c. Proposer must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes and policies.
- d. The Town will not award the proposal to any business that, or person who, is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.
- e. Documented/audited internal control environment.
- f. Proposer must have a business continuity plan.

3. Insurance

The successful bidder (Firm) is required to be licensed in the state of Connecticut prior to commencing work. The Firm must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, the Firm must file

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Certificates of Insurance with the Town, naming the Town as an additional insured.

- a. Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.
- b. Comprehensive General Liability with limits of not less than \$2,000,000.00 per occurrence, \$3,000,000 aggregate.
- c. Professional Liability with limits not less than \$3,000,000.
- d. Umbrella Liability of not less than \$1,000,000.
- e. Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

4. Agreement Period

The Town anticipates entering into a contract with the selected Firm commencing on or about February 2023.

The Town will contractually reserve the right to cancel the contract at any time. The agreement period for any contract or purchase order resulting from this RFQ/RFP shall ultimately be as negotiated to the mutual agreement of the parties.

5. Additional Conditions

- a. All those submitting proposals must be willing to adhere to the following additional conditions and must positively state this in the proposal. The proposer must certify that the personnel identified in its response to this RFQ/RFP will be the persons actually assigned to the project. At its discretion, the Town may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the Town.
- b. All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFQ/RFP must have prior approval of the Town prior to and during the agreement period.
- c. Any contract or purchase order resulting from this RFQ/RFP process will represent the entire agreement between the proposer and the Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town shall assume no liability for payment of services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the Town. Any contract resulting from this RFQ/RFP may be amended only by means of a written instrument signed by the proposer and signed by the Town Manager.

2. RIGHT TO AMEND OR TERMINATE THE RFQ/RFP OR CONTRACT

The Town may, in its sole discretion, clarify, modify, amend or terminate this RFQ/RFP if the Town determines it is in the Town's best interest. The Town has the right to extend the RFQ/RFP Open Date no later than four (4) business days prior to the scheduled RFQ/RFP Open Date, via Amendment, if determined it is in the Town's best interest. In the event that an insufficient number of qualified bids are received by the RFQ/RFP Open Date, the Town may terminate and re-post the RFQ/RFP if determined it is in the Town's best interest. All

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such actions shall be affected by a posting on the Town's website, www.Cromwellct.gov. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFQ/RFP as modified by the addenda.**

If this RFQ/RFP provides for a multi-year agreement, the Town also reserves the right to terminate the Contract at the end of the last fiscal year for which funds have been appropriated, and the Town shall have no obligation or liability to the successful proposer for any unfunded year or years.

3. KEY DATES

RFQ/RFP Advertised: November 30, 2022

Questions due from Vendors: January 5, 2023

RFQ/RFP Due Date: January 13, 2023

Contract Execution Date: February 2023

*Upon receipt and review of proposals, The Town may choose to invite selected Firms in for an Interview on TBD. Interviews will be 45 minutes in duration and focus on the proposers submitted scope of work plan. The Town will prepare and distribute further details at such time as the decision to conduct interview is made and to the firms selected to interview.

4. PROPOSAL SUBMISSION INSTRUCTIONS

A. Proposal Requirements & Required Format

Proposals must set forth accurate and complete information for each of the items listed below. At the Town's discretion, failure to do so could result in disqualification. Please ensure your proposal incorporates responses to the below questions, as well as any requested attachments.

- i. Proposer Information: Please provide the following information:
 1. Firm Name
 2. Permanent main office address
 3. Date firm organized.
 4. Legal Form of ownership. If a corporation, indicate where incorporated. How many years have you been engaged in services you provide under your present name?
- ii. Experience, Expertise and Capabilities
 1. Philosophy Statement and Business Focus. A statement of the proposer's philosophy and approach in undertaking the services of the nature outlined in the RFQ/RFP, as well as a description of its primary business focus.
 2. Summary of Relevant Experience. A listing of projects that the proposer has completed within the last five (5) years of a similar nature to those included in the Scope of Services in this RFQ/RFP must be provided.
 3. The following additional information shall be provided by each bidder:
 - a. Please provide a sample billing in the format the Town would receive on a regular basis.
 - b. General description of the organization structure of your institution including parent and/or subsidiary companies and the number of employees.
 - c. Identify who will be the primary client relationship manager.

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- d. Provide a general representation of the key factors and other important considerations that you feel separates your institution/firm from others in providing the requested services.
 - e. Detail description of your firm's technical resources and experience in providing the desired scope of services to similarly sized entities.
 - f. Identify the location of the office(s) from which the services will be performed.
 - g. Disclose any current (last 3 years) business, financial, personal, or other types of relationships which may pose a conflict of interest.
 4. Please list any contracts or purchase orders in the last three (3) years between the proposer and any agency of the Town.
- iii. Statement of Qualifications and Work Plan
 1. Qualifications. For each item listed in Qualifications, please describe your firm's qualifications, experience and capabilities as they pertain to each of the areas of qualifications listed, as well as those of the personnel to be assigned to this project.
 2. Work Plan. For each item listed in Scope of Services, please describe the approach that would be generally followed in undertaking these tasks.
 3. Services Expected of the Town. Identify the nature and scope of the services that would be generally required of the Town in undertaking these projects.
- iv. Information Regarding: Failure to Complete Work, Default and Litigation.

Please respond to the following questions:

 1. Have you ever failed to complete any work awarded to you? If so, where and why?
 2. Have you ever defaulted on a contract? If so, where and why?
 3. Is there any pending litigation which could affect your organization's ability to perform this agreement? If so, please describe.
 4. Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.
 5. Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.
 6. During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
 7. Are there any other factors or information that could affect your firm's ability to provide the services being sought about which the Town should be aware?
- v. Exceptions and Alternatives. Proposers wishing to take any exceptions to any requirement in the RFQ/RFP shall state and explain such exceptions. The Town may accept proposals which take exception to any requirements in this RFQ/RFP, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposals.

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- vi. Cost Proposal. Proposers should utilize the Proposal Form included in this RFQ/RFP as Attachment A, to provide a total cost. Additionally, proposers must attach a separate breakdown of any cost estimates with assumptions associated with “future phases”.

Your proposal should be submitted in a sealed envelope marked: “ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR CROMWELL HIGH SCHOOL FIELD RENOVATIONS” to the Town of Cromwell, Town Managers Office, 41 West Street, Cromwell, CT 06416, until but no later than 2:00PM on January 13, 2023. The Town will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Town will **NOT** accept late proposals. Proposal prices must be submitted on the Proposal Form included in this RFQ/RFP. All blank spaces for proposal prices must be completed in ink or be typewritten. Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers’ qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer. An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFQ/RFP.

5. QUESTIONS AND AMENDMENTS

Questions concerning the process and procedures applicable to this RFQ/RFP are to be submitted in **writing by e-mail** and directed **only to**:

Name: Jon Harriman, P.E.

Position: Town Engineer

Email : jharriman@cromwellct.com

Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFQ/RFP. A proposer’s failure to comply with this requirement may result in disqualification.

The appropriate Town representative listed above must receive any questions from proposers no later than 4:00 PM on January 5, 2023. That representative will confirm receipt of a proposer’s questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFQ/RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town’s website, www.cromwellct.com. Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFQ/RFP as modified by the addenda.

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFQ/RFP, and no proposer shall rely on any alleged oral statement.

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6. ADDITIONAL INFORMATION

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

7. COSTS FOR PREPARING PROPOSAL

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.

8. OWNERSHIP OF PROPOSALS

All proposals submitted become the Town's property and will not be returned to proposers.

9. FREEDOM OF INFORMATION ACT

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information. Proposers are encouraged not to include in their proposals any information which is proprietary a trade secret or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

10. REFERENCES

Each proposer must complete and submit the Proposer's Statement of References form included in this RFQ/RFP.

11. LEGAL STATUS

If a proposer is a corporation, limited liability company, or other business entity this is required to register with the Connecticut Secretary of State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any proposer's legal status. Each proposer must complete and submit the Proposer's Legal Status Disclosure form included in this RFQ/RFP.

12. PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE

Each proposer is responsible for having read and understood each document in this RFQ/RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFQ/RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFQ/RFP or the performance of the work described herein.

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By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFQ/RFP, and it is capable of performing the work to achieve the Town's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

13. TAX EXEMPTIONS

The Town is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

14. AWARD CRITERIA & SELECTION

The Town Manager shall assign a selection committee to evaluate the qualification submissions and selected proposals. The selection committee will evaluate the qualifications submissions, and determine a list of firms most qualified to perform the work for the Town.

From the short list of firms, the selection committee will open the proposal envelopes and conduct reviews all proposals.

The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error, etc.

The Town reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal.

The Town will accept the proposal that, all things considered, the Town determines is in its best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the Town's interests, including compliance with the procedural requirements stated in this RFQ/RFP.

A. Evaluation Criteria

The following specific criteria are expected to be among those utilized in the selection process. They are presented as a guide for the proposer in understanding the Town's requirements and expectation for this project and are not necessarily all inclusive or presented in order of importance.

1. The background experience, and strength of the Proposer in providing similar services elsewhere, including the level of experience in working with other Connecticut municipalities of similar size, and the quality of services performed, either for other school systems or other municipalities, or both.
2. The Proposer's responsiveness and compliance with the RFQ/RFP requirements and conditions to provide the services requested.
3. A review of references provided with the Proposal, and administration of prior contracts.
4. Competitiveness of proposed fee. The Town reserves the right to negotiate fees with the selected Proposer.

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If deemed necessary, the Town reserves the right to arrange for interviews/oral presentations as part of the selection process, which invitations for interviews may involve a short-listing of the proposals received.

If the proposer does not execute the Contract within ten (10) business days of the date of notification, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer.

The Interview and Contract Execution dates in Key Dates are anticipated, not certain, dates.

15. ATTACHMENTS

The following attachments are included below and must be completed, as detailed within the RFQ/RFP.

- A. Proposal Form
- B. References
- C. Town's Conceptual Layout Plan (available separately)

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**ATTACHMENT A – PROPOSAL FORM
ARCHITECTURAL/ENGINEERING DESIGN AND
CONSTRUCTION ADMINISTRATION SERVICES FOR
CROMWELL HIGH SCHOOL FIELD RENOVATIONS**

PROPOSER’S FULL LEGAL NAME:

Pursuant to and in full compliance with the RFQ/RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

First Phase: \$ _____

Second Phase: \$ _____

Total Proposed Cost: \$ _____

NOTE: Submit rates/cost estimate information for “Future Phases” separately providing as much detail as you can.

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer’s representations that is has read, understood and fully accepted each and every provision of each document compromising the RFQ/RFP, unless an exception is described above.

Name and Title of Authorized Representative

Signature of Representative, Duly Authorized

Date

Phone # and Fax

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ATTACHMENT B – PROPOSER’S STATEMENT OF REFERENCES
ARCHITECTURAL/ENGINEERING DESIGN AND
CONSTRUCTION ADMINISTRATION SERVICES FOR
CROMWELL HIGH SCHOOL FIELD RENOVATIONS

Provide at least five (5) references:

1. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION

2. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION

3. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION

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4. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION

5. BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE:

INDIVIDUAL CONTACT NAME AND POSITION
