

Town of Newington
Request for Proposals

The Town of Newington is requesting qualification statements and proposals from experienced architectural firms for professional services related to the renovation of Newington Town Hall. All qualification statements and proposals must be submitted in accordance with Town specifications, which are available in the Town Manager's Office, 131 Cedar Street, Newington, CT 06111 and on the Town's website, www.newingtonct.gov, in the Doing Business, Current Bids section. Qualification statements will be received until 2:30 p.m. on October 28, 2016. There will be a pre-proposal conference at 9:00 am on October 21, 2016, starting in the Town Hall main lobby, 131 Cedar St., Newington, CT. While not mandatory, all respondents are strongly encouraged to attend. The Town reserves the right to reject any or all submittals.

Tanya Lane
Town Manager

RFP No. 1, 2016-17

TOWN OF NEWINGTON
REQUEST FOR PROPOSALS
TOWN HALL ARCHITECTURAL SERVICES

I. GENERAL INFORMATION

- A. The Town of Newington is requesting qualification statements from experienced architectural firms for professional services related to renovation or reconstruction of the Newington Town Hall. The Town seeks to either renovate the existing Town Hall as is (in its current layout and configuration, except for any changes required by code modifications), or to demolish the existing building and to down size the new Town Hall constructed in its place. Town Hall includes the Town's general government offices and operations (excluding public safety, the library, the senior and disabled center, the parks garage and the highway garage), the Board of Education's administrative offices, the Board of Education's Transition Academy. Attached is the Mortensen Community Center. All are at 131 Cedar Street in Newington, CT. The Newington Town Council has charged the Committee with completing a project with a cap of \$25 million, including design fees, soft costs, and temporary offices during construction. Funding approval for the project will require the passage of a town-wide referendum.
- B. The Project Building Committee wants the successful respondent to explore two options. One option is for a building renovation and the other option is to demolish the current building and to replace it with a smaller building for the new Community Center and Town Hall. The Lavery Law Enforcement Center (Police Department) is currently attached and adjacent to the Town Hall, and shall remain. Both options should be conducive to accommodating the current number of Town Hall employees (100), a gym, lecture hall, and Transition Academy.
- C. Oversight of the project by the Town will be under the overall direction of the Town Manager and the Project Building Committee. Other Town staff will also be assigned to the project. Prior to referendum the Town intends to receive from the successful respondent a conceptual design completed to a level of detail (30% or greater of that on the final plans) that will allow the preparation of a reasonably accurate cost estimate by the successful respondent in order to proceed to referendum. The Town expects to receive from the successful respondent the conceptual design and cost estimate within 120 calendar days following the Notice of Award, in order to present to the Town Council with a recommendation to proceed to referendum. Following the passage of any referendum the Town will expect to have any construction completed within eighteen months after the start of construction. The Town is seeking proposals from qualified firms to join the project team and to provide the

necessary services to deliver completion of the project within the estimated project budget and within the proposed time schedule.

- D. The selected respondent shall assist Town staff, including the Town Manager, Town Council and the Project Building Committee, with technical assistance and by attending all meetings as requested.
- E. The selected respondent will be required to provide construction administration services for the construction duration. The qualifications statement should include the qualifications of the person(s) who would be used in this capacity and clearly identify job captain/project architect. The selected respondent will provide progress updates to the Building Committee.

II. PROJECT OUTLINE

- A. The entire project cost SHALL NOT EXCEED 25 million dollars. The successful respondent shall provide a design to meet both code compliance and program needs without exceeding this amount. Within the twenty five million dollar total, two million dollars shall be set aside for staff relocation (swing space) costs.
- B. The successful respondent should anticipate providing preliminary designs, and conceptual plans for referendum, in addition to complete design services, FF&E (furniture, fixtures and equipment) design, and contract administration during construction of the project if the referendum is successful. The architect shall include all services for civil engineering, structural, MEP (mechanical, electrical and plumbing), landscape design, code compliance, and cost estimating. The Town will retain the services of a hygienist under separate contract.
- C. Any re-design or modifications to design required to meet the cost limit of \$25 million shall be the responsibility of the architect. Re-design due to program changes shall not be the responsibility of the architect.
- D. The architect shall perform a preliminary study and provide a recommendation either for demolition and construction of a new building on a smaller footprint OR renovation of the existing building. This shall be submitted to the Building Committee within 60 calendar days following notice of award by the Town.
- E. The architect shall provide a preliminary study, conceptual renderings and floor plans within 75 calendar days following notice of award by the Town. The architect shall then provide a final study, conceptual renderings, and floor plans, suitable for use during the referendum process, within 90 calendar days following notice of award by the Town. The cost estimate, based on these renderings and floor plans, shall be presented within 120 days following notice of award by the Town.
- F. The Newington Police Department shall remain unchanged and in operation during the entire construction process. The architect shall review MEP requirements for this space to assure the police department uninterrupted active systems including, but not

limited to, heating, cooling, power, emergency power, domestic hot water, fire alarm, telephone and data, etc. The 911 Emergency Call Center shall remain in operation during the project duration.

G. The architect shall determine the optimum space for the project based on the following:

- Community Center:
 - Two gyms with locker rooms and auxiliary space
 - Office and conference space for seven staff members
 - Total gross square footage between 24,000 and 28,000 s.f.
- Town Hall:
 - All Town services and departments, including the mayor, teen center, Board of Education administration, etc.
 - One large meeting space with capacity for 250 people
 - Two intermediate size meeting spaces for Town meetings with a capacity of 75 people
 - There are 82 full time Town Hall employees in various departments
 - New parking areas to meet the needs of the Town Hall and Community Center
 - Total gross square footage between 40,000 and 42,000 s.f.

H. Provide code analysis along with energy modeling services. The architect shall utilize all cost effective green building design elements.

I. If a Construction Manager is selected by the Town, work with that Construction Manager on budgeting, constructability, value engineering, and phasing.

J. Provide life cycle analysis of all existing major building systems including structure, MEP systems, etc. if renovation option is selected.

K. Plans and cost for swing space will be determined by the Building Committee.

III. SUBMITTAL

The Town of Newington reserves the right to accept or reject any or all proposals, or any portion thereof, and to waive technicalities. Services to be provided during the construction phase will be negotiated at a later date.

Respondents shall submit the following items with their Qualifications Statement in the order listed below and with the same letter sequence, which will be considered as part of the selection criteria:

A. Firm name, permanent main office address, date firm was established, legal form of ownership, number of years firm has been in business under current firm name, and table of organization.

- B. Resumes of those architects and other personnel who will be assigned to this project (Principal Architect, Architect Project Manager, etc.), which shall include education and certifications/licenses in the fields of architecture and building codes, as well as other related information.
- C. Firm is to demonstrate the availability of their staff for this project. Please list their workload involvement with other projects.
- D. Proof of licensure to work in the State of Connecticut.
- E. Firm is to be capable of producing projects using Auto CAD (computer assisted design) and BIM (building information modeling).
- F. Firm is to demonstrate that it has strong project management skills including, but not limited to, programming, scheduling/phasing of work in occupied buildings and cost estimating.
- G. Firm is to state if it has ever defaulted on a contract, is involved in pending litigation/arbitration, or has ever had a contract terminated prior to completion.
- H. Cost proposals will be requested of short listed firms. They are to be submitted on forms that will be provided by the Town.
- I. Firm is to include hourly rates of its staff members for the project duration.
- J. List of current projects with total costs and anticipated completion dates.
- K. Experience in subcontracting work (percentage of work subcontracted out, including MEP, fire suppression, FF&E, commissioning, civil engineering, etc.).
- L. Sub-consultants to be used (civil engineer, electrical engineer, mechanical engineer, fire suppression, FF&E, Information Technology, commissioning, etc.) shall be identified.
- M. Experience with fast paced projects.
- N. The respondent's technical understanding of the scope of each project option and the services to be provided.
- O. Previous history and references reflecting the quality of work performed in past projects of similar scope and complexity.
- P. Since this is a fast paced project, firms are to be familiar with Town of Newington standard operating procedures (of the Engineering Department, Building Department, Fire Marshal's Office, etc.).

Fees should not be included in the respondent's initial submittal. Only short listed firms shall be asked to provide fees. Nine (9) sets of the Qualifications Statement shall be submitted to the Town.

IV. SCOPE OF ARCHITECTURAL SERVICES

The selected architectural firm(s) will be expected to provide comprehensive architectural services, which shall include complete plans and specifications (schematic design, design development, construction documents, and bidding or negotiation phases), cost estimates updated for each phase, commissioning for the purpose of high efficiency, and attendance at project related meetings. Firms that have been short listed and asked to provide fee proposals shall submit proposals that are comprehensive and include all project costs, in a percentage of construction costs that will include:

- A. All consulting services for design and specification costs for all sub-consultants, including MEP, fire suppression, FF&E design, IT/Data/ Telecommunications design, commissioning, security, geotechnical engineering (borings have been completed, refer to existing reports and data), structural engineering, etc.
- B. All reimbursable fees, including plan reproduction (except bidding documents), postage, mileage, insurance, bonds, etc. shall be included in the fee.
- C. Civil engineering consultant services, including any permits, attending meetings, and land use submissions and approvals from various Town agencies, including services related to the building permit.
- D. Landscaping consultant services.
- E. All revisions to plans and specifications as required after review by Town staff and the Building Committee, and as required to obtain all necessary Town, State or Federal permits and approvals.
- F. Services to verify the accuracy of existing drawings and plans of the existing building provided by the Town. The successful respondent shall visit the project site and review the existing rooms and spaces and confirm dimensions to an accuracy suitable and appropriate for construction purposes. All dimensions must be accurate for constructability.
- G. Provide interior design and other similar services required for or related to selection, procurement and installation of furniture.
- H. Fast track design services.
- I. Services shall include the provision of services through the bidding phase of the project (including responding to questions and preparing addenda, as well as reviewing construction bids and issuing recommendations).
- J. Preparing contract documents and contract drawings for bidding. Firms are required to modify front end documents as needed for each project. The successful respondent must be able to begin work on the project within three days of the execution of the contract with the Town.

V. ADDITIONAL REQUIREMENTS

- A. The Town is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring. The Town is committed to complying with the Americans with Disabilities Act (ADA). All materials submitted in response to this Request for Proposals are subject to the terms of the state laws relative to freedom of information. If warranted, addenda will be issued to answer questions or provided additional information. All addenda will be posted on the Town's website, www.newingtonct.gov, under Doing Business, Bid Opportunities. All respondents are responsible for checking the website for presence and content of addenda. Failure to acknowledge addenda to this Request for Proposals may result in a proposal not being considered. The Town will not be held responsible for any costs incurred by anyone for work performed in the preparation of the proposal or for any work performed prior to the signing of a contract. The Town reserves the right to reject any submission for misrepresentation of facts. The Town also reserves the right to waive

technical defects, irregularities and omissions if, in its judgement, it is deemed to be in the Town's best interest.

- B. Services beyond the conceptual design phase will not be executed until after the project has been approved at referendum.
- C. All documents, including plans, drawings and documents in electronic form generated as a result of this RFP shall be delivered directly to the Town as they are developed. The Town shall be deemed to be the owner of all such documents and shall retain all common law, statutory, and other reserved rights, including copyrights.

D. Insurance

The successful respondent shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

- 1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:

\$1,000,000 Each Occurrence
\$2,000,000 Aggregate

Combined Single Limit for personal and advertising injury or property damage or both combined. Such policy shall name the Town of Newington as additional insured.

- 2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

- 3. Workers Compensation Insurance in accordance with Connecticut State Statutes. Employers Liability Limit - \$500,000 each accident for bodily injury by accident - \$500,000 each employee for bodily injury by disease.

- 4. Professional Liability - Errors and Omissions.

\$5,000,000 Minimum

The certificate of insurance shall contain the project description and name the Town of Newington as an additional insured for Commercial General Liability coverage.

E. Hold Harmless

The Contractor agrees to indemnify, defend and hold harmless the Town of Newington and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Newington resulting from or arising out of:

1. Any breach by the Contractor of the terms of the specifications, or
2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Newington or the Contractor or subcontractors or material men, or
3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
4. Any damage to property, real or personal, (including property of the Town of Newington or its respective officers, agents and servants)

caused in whole or in part by the acts or omissions of the Contractor, any subcontractor or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.

VI. QUESTIONS

- A. A walk through of the building is scheduled prior to the submittal of qualification statements. A pre-proposal conference will be held at 9:00 am on October 21, 2016, starting in the main lobby of the Town Hall, 131 Cedar St., Newington, CT. All respondents are strongly encouraged to attend. Questions regarding the selection process shall be addressed to David Langdon, Director of Facilities Management, 131 Cedar Street, Newington, CT 06111, telephone 860-665-8579, e-mail dlangdon@newingtonct.gov. All questions shall be presented at least four business days prior to the response deadline to allow for the preparation and distribution of written addenda.