

**Town of Ledyard
New Police Facility
Architectural/Engineering Services**

**Request for Qualifications (RFQ)
Request for Proposals (RFP)
Bid # 2014-1**

All submittals must be made in accordance with the specifications supplied by:

**The Town Of Ledyard
741 Colonel Ledyard Hwy.
Ledyard, Connecticut 06339**

Submittals will be received until August 30, 2013, 2:00 p.m. Eastern Time

**Town of Ledyard
Mayor's Office
Office (860) 464.3222
Fax (860) 464.1126**

JULY 19, 2013

**RFQ/RFP 2014-1
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REQUEST FOR QUALIFICATIONS AND PROPOSALS

NEW POLICE STATION, LEDYARD, CONNECTICUT

Bid # 2014-1

I. PROJECT SPECIFICATIONS

1. Introduction

The Town of Ledyard is seeking qualifications and proposals from qualified architectural and engineering firms or teams of architectural and engineering firms to provide complete design services with respect to the Town's desire to construct a new Police Station and related site improvements at 737 and 741 Colonel Ledyard Highway, and to provide construction oversight and consulting services in conjunction with a Construction Manager as advisor. The project also involves demolition of several buildings and parking lot, utility and site improvements at the Town Hall complex and surrounding area.

2. Acknowledgment Form

IMPORTANT INFORMATION: The Acknowledgment Form included at the end of this RFP/RFQ package shall be filled out and returned immediately.

3. Site Location

737 and 741 Colonel Ledyard Highway, Ledyard, Connecticut 06339

4. Scope of Services

This document is issued as a two-phased request for qualifications and proposals: 1) for the Design Phase as specified in Section 4.1; and the Construction and Bid Documents Phase as specified in Section 4.2.

As set forth in Section 1 above, in addition to the design and construction of the New Police Station and related site improvements, the project also includes the demolition of three (3) existing structures (the former fire facility at 737 Colonel Ledyard Hwy., a one bay garage, and a two bay garage and small office on 741 Colonel Ledyard Hwy.). The design and construction plan must consider work that must be performed around and in consideration of the existing Town Hall at 741 Colonel Ledyard Hwy. The site design/redesign must accommodate the current municipal water supply, on-site septic, and drainage to meet the requirements of the watershed (Low Impact Development (LID) techniques to be considered).

All services must be provided with the highest level of professional skill, care, and judgment and be in compliance with all Federal, State, and Local requirements. Each bidder shall familiarize themselves with the documents titled "Space Needs Assessment vs. Floor Plans (dated January 30, 2013)"; "Proposed New Ledyard Police Headquarters for Ledyard Center Site (March 4, 2013) Project Budget Worksheet"; and "Site Development Plan, Schematic Elevations, Space Function Floor Plan, Schematic Floor Plan"; all prepared by Jacunski Humes Architects, LLC, Berlin, CT.

4.1 Design Phase – Schematic and Preliminary Design and Cost Estimating

For the Schematic and Preliminary Design and Cost Estimating Phase, the bidder shall address the Scope of Project delineated above and any additional scope as determined to be required by the bidder as follows:

1. Perform all investigative work necessary for bidder to establish and familiarize itself with existing site conditions and applicable code requirements and provide code analysis to Town.
2. Work and consult with the Permanent Municipal Building Committee, Town staff, and the Police Department to finalize the existing preliminary plans referenced above in Section 3 and other necessary documents.
3. Prepare revised schematic and preliminary design documents, updated detailed cost estimate and a project scheduling plan as necessary.
4. It is important to note that the parking area serving the Ledyard Town Hall (741 Colonel Ledyard Hwy.) will be replaced as part of the project. As part of the preliminary design, the Town is requesting a review and evaluation of existing on site conditions and utilities (septic, water, data and electric) for their adequacy. A recommendation and preliminary cost analysis of these utilities is anticipated as a work product.
5. Prepare complete preliminary design documents including, but not limited to, schematic drawings; outline specifications; presentation meetings (showing options) with staff and Permanent Municipal Building Committee; and cost estimates. Budgets developed must be comprehensive, including costs for construction, administration and inspection, permitting, printing, advertising, architectural/engineering, special inspections, materials testing, etc. taking into account prevailing wage requirements. A presentation of the preliminary design and cost estimates to the Permanent Municipal Building Committee should be considered in your response. Provide preliminary design documents in electronic format to the owner (in AutoCAD version 2009 or later, Microsoft Word and PDF or other format acceptable to the Town).

4.2 Construction & Bidding Documents

1. In conformance with the requirements of the updated preliminary plans, prepare complete construction plans including, but not limited to: plan and profile views, elevators, cross-sections, typical details and detailed cost estimate breakdown. Also prepare documents for applications to the following but not limited to Town Commissions; (Planning & Zoning, Zoning Board of Appeals, Town Council and Permanent Municipal Building Committee). Town staff will assist with providing any available site plan and existing utility information for the applications to the various commissions.

2. Prepare all construction documents, including, but not limited to, notices, special provisions, and detailed unit price bid. All construction documents shall be submitted at the semi-final stage.

3. Provide finished drawings and specifications to the Town for bidding based on schedule under Article I, section 6.1. It is expected that your firm will be providing assistance during the bidding process (i.e., attendance at public hearings, preparation for and participation in bid meetings, assist in review of bids and qualifications of bidders, including analysis of bids and recommendations regarding same; answer questions and clarify drawings and specifications for owners and bidders, assist Town in negotiation of bids and other aspects of bidding process, as necessary, etc.). Your firm should assume that drawings and specifications will be made available to bidders directly by a reprographics firm. Your firm shall provide documents in electronic form to the reprographics company for printing. Bid documents will be available to the bidders in printed format only. Provide final design documents in electronic format to the owner (in AutoCAD version 2009 or later, Microsoft Word and PDF or other format acceptable to the Town).

4. Please note the Town of Ledyard is subject to prevailing wage requirements in accordance with the Connecticut General Statutes. Budgets developed must be comprehensive, including costs for construction, administration and inspection, permitting, printing, advertising, architectural/engineering, special inspections, materials testing, etc. A presentation of the preliminary design and cost estimates to the Permanent Municipal Building Committee should be considered in your response.

5. Act as construction administrator during the construction phase of the project; however, there will be a project management firm assigned. It is anticipated that the selected firm's obligation during construction will involve plan and specification interpretation and clarification as necessary, prepare and run kick-off meeting, attend job meetings, assistance in compliance throughout construction, assistance in the coordination of special inspections, review of materials testing, inspection of work performed by contractor(s), review and

approval of payment requisitions from contractor(s), conduct inspections as necessary to determine progress and completion of work, and prepare punch list of incomplete or unsatisfactory items, and advise the Town in determining final acceptance and completion of work.

6. The Permanent Municipal Building Committee would like to incorporate the US Green Building Council's Leadership in Energy & Environmental Design ("LEED") Green Building Rating system (version 2.1. or latest version) to achieve the LEED certification throughout the design, construction, and operation of the building. If possible, this LEED level of certification shall be upheld by commissioning to ensure the long term operation of the building complies with this standard.

7. The Town will contract for commissioning services with a separate entity.

8. The successful bidder is required to include the cost of a LEED consultant in its proposal however; it does not need to be a separate entity.

9. The Town reserves the right to communicate with any or all of the responders to clarify the provisions of proposals. The Town further reserves the right to request additional information from any proposal at any time after proposals are opened.

10. Bidders may be invited to an interview regarding their bid and the Building Commission will award one firm following interviews. The Commission will notify all candidates of its decision.

5. Bid Price

5.1 Bid Price (Design Phase - Section 4.1) Bid price shall be a lump sum for the services to be provided, based on the scope. Please provide a breakdown of your fee by tasks (i.e. preliminary design, various commission submissions, etc.). Reimbursable costs will be allowed only when supported by reasonable documentary evidence and vendor invoices.

5.2 Bid Price (Construction & Bidding Documents Phase - Section 4.2) Provide fees based on a construction cost of \$5,000,000. Actual fee to be negotiated with selected firm(s).

5.3 Bid Price for preparation of demolition specifications for buildings to be demolished, including pre-demolition hazmat and environmental review.

5.4 Bid Price (Extra Work) Provide extra cost dollar figure per month if construction time exceeds 12 months (Commissioning time is part of 5.2).

5.5 Bid Price (LEED® Deduct) Provide deduct credit amount for LEED® Section 4.2 (6. and 7.) if not required by Town.

6. Project Schedule

6.1 The following is the tentative schedule for the selection process and work program, and is subject to change based on unforeseen conditions and requirements by the Town:

Ad For A/E Consultant: Thursday, July 18, 2013

Pre-Bid Conference: Thursday, August 1, 2013 @ 10:00 AM

Proposals/Bids Due: Friday, August 30, 2013 @ 2:00 PM

Award: October 1, 2013

Completion of Design Phase (Section 4.1): To be negotiated as part of the selection process

Completion of Police Facility Bid Documents: To be negotiated as part of the selection process

II. SUBMISSION REQUIREMENTS

1. Submission Due Date: Qualifications and Proposals will be accepted at the Town of Ledyard, Mayor's Office, 741 Colonel Ledyard Hwy., Ledyard, Connecticut, 06339 until August 30, 2013, 2:00PM local time. Proposals received after that time will not be considered. Bids will be publicly read at time of bid opening and will be reviewed by staff and the Permanent Municipal Building Committee at a later date. Submittals may be withdrawn 90 days after opening if no award has been made.

2. Directions for Written Submission: Interested firms are required to submit one original and eleven (11) copies of the proposal to the Mayor's Office, no later than the date and time noted above. Submittals shall consist of the following:

a. All bids are required to be submitted in both electronic (PDF on CD) and hard copy formats. The hard copy bids must be on 8 1/2 X 11 "paper in a binder with tabs separating the major sections of the bids. The major sections shall include:

1. Title Page
2. Table of Contents
3. Letter of Transmittal
4. Qualification Statement
5. Scope of Services
6. Staffing Plan
7. Resumes
8. Consultants
9. Specialized Expertise
10. Project Management

11. Litigation
12. Similar Projects/References
13. Schedule of Fees
14. Appendix
15. A concise and complete description of the work to be performed, including:
An explanation that your firm understands the project, its approach to the work,
and the key issues to resolve.

Submissions shall be delivered to the Town of Ledyard, Mayor's Office, 741 Colonel Ledyard Hwy, Ledyard, Connecticut 06339.

1 Pre-Bid Meeting

A pre-bid meeting will be held at the Town Hall Annex Council Chambers, 741 Colonel Ledyard Hwy, Ledyard on Thursday, August 1, 2013 at 10:00 A.M.

2 Bidder Information

Bidder Overview: Please provide the following:

- The name and location of your company, including the office location that will be serving the Town.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.
- Client Base. Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

Client name and location
Starting date of service
Contact name, title and telephone number

3. Addenda to this RFQ/RFP

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or

addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:
<http://www.ledyardct.org/pd>

This document includes an acknowledgement page; this page shall be faxed back to the Mayor's Office upon receipt, to ensure proper notification of changes to the published documents. The Town of Ledyard does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to the Town Planner at (860) 464.3215 or at planner@ledyardct.org.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract. No questions or requests for information shall be submitted by any Bidder after the close of business on August 23 at 4:30 p.m. The right is reserved to reject any and all bids, in whole or in part, to award any part or parts, or total bid, and to waive any informality or defects, if it is deemed in the best interest of the Town. If it becomes necessary to revise any part of this RFQ/RFP or these Specifications or otherwise provide additional information, an addendum will be issued by the Town to all prospective Bidders who have received copies of the RFQ/RFP and have returned the acknowledgment page or attended the pre-bid meeting.

4. Qualifications Criteria

Firm(s) submitting qualifications shall be qualified for this project, and shall provide sufficient supporting documentation to display same. The Town of Ledyard shall be the sole judge in determining the sufficiency of said supporting documentation.

III. CONTRACT CONSIDERATIONS

1. General Considerations

The sections listed below are informational only; firms submitting qualifications are hereby advised that any firm awarded a contract shall be subject to these conditions. Qualifications packages are not required to contain any documents described within this section (e.g. certificates of insurance are required solely at the time of contract execution with a contracted firm).

2. Equal Opportunity/Affirmative Action

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the firm does not discriminate on the

basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

3. Indemnification

The awarded firm shall agree to indemnify, defend, and save harmless the Town of Ledyard, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract. The Town, as a sovereign government, cannot indemnify businesses or individuals.

4. Insurance

Prior to the execution of any contract, the Town of Ledyard requires that any awarded contractor providing materials, equipment or services to the Town, must provide to the Town a certificate of insurance (in an approved format) naming the Town of Ledyard as additional insured, for the following: Any subcontractor to a contracted firm shall be likewise covered and shall furnish certificates of coverage acceptable to the Town before starting work.

		(Minimum Limits)
General Liability:	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Product/Completed	
	Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Occurrence	\$1,000,000
	Aggregate	\$3,000,000
Umbrella (Excess Liability)	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000

5. Termination

Please note that any contract executed by the Town of Ledyard, may be terminated by the Town upon (30) days written notice, in the event that the Town

determines that termination is in its best interest. In the event of termination, the Bidder shall be compensated for all work properly performed in accordance with the approved fee schedule submitted after award.

- A. Termination for Convenience: In the event that the contract is terminated or canceled upon request and for the convenience of the Town, without the required thirty (30) Days' advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.
- B. Termination for Cause: Termination by the Town for cause, default or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of termination for cause.
 - 1. Non-Appropriation of Funds: Please note that any contract executed by the Town of Ledyard is subject to and conditioned upon the appropriation of funds.
 - 2. Contract Governed by Connecticut Law; Etc.: Please note that any contract executed by the Town of Ledyard shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Ledyard.

Further, any such contract, and any other documents associated therewith, shall be in compliance and conformance with all applicable provisions of the General Statutes of the State of Connecticut, and the rules and regulations pertaining thereto, as the same may be amended from time to time.

IV. CONDITIONS OF BID AND SELECTION

- 1. The invitation to Bid by the Town and these Specifications are intended to provide interested parties with uniform information concerning the requirements for submitting bids. In responding to this RFQ/RFP, the bid requirements and content format indicated herein must be adhered to. Failure to respond to all information requested may result in disqualification of the bid.
- 2. The bid price shall include all items and services typically encompassed in professional service agreements. In the event that a prospective design firm takes exception to any provisions to this RFQ/RFP, said firm shall submit a second bid price with enumerated and identified conditions.
- 3. The submission of a bid will be construed to mean that a Bidder is fully informed as to the extent and character of the Towns requirements, and the Bidder represents that it is willing and able to furnish the services requested in a satisfactory manner in complete compliance with the specifications. Once submitted, all bids become property of the Town. Bids must be firm and may not be withdrawn for ninety (90) days, or until the Town awards the contract for

design services, whichever comes first. The Town shall not be liable for any costs incurred by Bidders in preparing or submitting bids.

4. The Town reserves the right to reject any bid, in whole or in part, and to waive technical defects, qualification, irregularities and omissions, if, in its sole judgment, the best interest of the Town will be served by doing so. Each bid received within the required time frame will be evaluated individually by the Town. Each evaluation will be made using consistent judgments concerning the qualifications of each bidder and the responsiveness of each bid.

5. In the event that the selected Bidder fails to execute a contract within thirty (30) days after notification of award by the Town, the Town may cancel its selection without penalty and reconsider other bids or solicit new bids. The Town of Ledyard, in its sole discretion, may extend this period for a short time if deemed in the best interest of the Town.

6. The Town shall consider the successful Bidder to be the sole point of contact with regard to architectural, engineering and contract administration services, including payment to and performance of service by the design firm, its agents and employees. The successful Bidder shall not be allowed to assign the contract or delegate any responsibilities or duties to any third party without prior written consent of the Town. Transfers of majority interests in bidder's internal business entity structure may be deemed an unpermitted assignment by the Town.

7. Firms selected for interview will be provided with the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to or immediately following the interview process.

8. Non-collusion Representation: In submitting a bid, the Bidder shall declare that its bid is made without any connection with any persons making another bid for the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; that no official of the Town, or any person in the employ of the Town is directly or indirectly interested in said bid or in the supplies or work to which it relates, or in any portion of the profits thereof.

9. Conflict of Interest Disclosure Required: No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner, or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be known in writing to the agency making such purchase, and

notice thereof posted for at least five (5) days before such purchase be made in the office of the agency making such purchase and in the public place in the Ledyard Town Hall.

V. Award Considerations

The Town may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the Permanent Municipal Building Committee will be guided by what is deemed to be in the best interest of the Town at the time of selection. The Town also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the Best Interest of the Town . The Award will be made after a public selection process and will be made to the most responsible qualified bidder, taking into consideration all criteria included within this request for proposals. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Form 1

**REQUEST FOR QUALIFICATIONS/PROPOSALS
NEW POLICE STATION-LEDYARD, CONNECTICUT
Bid # 2014-1**

Due Date: August 30, 2013, 2:00PM Local Time

Town of Ledyard, Mayor's Office, 741 Colonel Ledyard Hwy., Ledyard CT. 06339

In accordance with the Town's requirements, the undersigned agrees to provide services as defined herein.

The undersigned, who is legally authorized to sign bid documents on behalf of the firm is familiar with the conditions surrounding this Request for Qualifications/Proposals, is aware that the Town reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness Signature

Company Name

Printed Name

Signature

Address Title

Town State Zip Date

Federal ID # Telephone Number

Email address Fax Number

Form 2

RETURN THIS FORM IMMEDIATELY!
Acknowledgment: Receipt of RFQ/RFP Documents
Bid # 2014-1
ARCHITECTURAL/ENGINEERING SERVICES -NEW POLICE FACILITY

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients *have* the opportunity to submit qualifications.

Date issued:

Date documents received

Do you plan to submit a response? Yes ___ No ___

Print or type the following information:

Company name:

Address:

City or Town:

Phone:

Fax:

Email:

Received by:

Note: Faxed acknowledgments are requested! FAX (860)464.1126 A cover sheet is NOT necessary. IMPORTANT: DO NOT FAX QUALIFICATIONS. QUALIFICATIONS MUST BE SUBMITTED IN SEALED PACKAGES
May Be Completed on line at
<http://www.ledyardct.org/pd>

Form 3

**TOWN OF LEDYARD
NEW POLICE STATION ARCHITECTURAL/Engineering
SERVICES Bid # 2014-1**

Mayor's Office, 741 Colonel Ledyard Hwy, Ledyard, CONNECTICUT 06339

Proposal Check List

This form need not be returned with your submittal. It is suggested that you *review* and check off each action as you complete it.

1. The proposal has been signed by a duly authorized representative of the company.

2. Any fee schedule (if relevant) you have offered has been reviewed and verified.

3. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the submittal.

4. Any addenda to this document have been acknowledged and included.

5. The envelope has been addressed to:

**Town of Ledyard
Mayor's Office,
RFQ/RFP 2014- 1
741 Colonel Ledyard Hwy.
Ledyard, CT 06339**

6. The envelope has been clearly marked with the proposal number and opening date.

7. If additional copies are required as part of your response, make sure the original is clearly marked.

8. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your submittal.