

**Request for Proposals
2P10-101**

The City of Bristol, Connecticut is accepting Proposals for the following:

**Architectural/Engineering Services
for Renovations at the F.N. Manross Memorial Library**

All submissions must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010

Submissions will be received until **11:00 am, April 28, 2010.**

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>



City of Bristol, Connecticut
Request For Proposals 2P10-101

Architectural/Engineering Services for F.N. Manross Memorial Library

The City of Bristol is seeking proposals for architectural/engineering services relative to renovations and improvements at the F. N. Manross Memorial Library

The scope of services and proposal submission documents are available from the City of Bristol Purchasing Department
111 North Main Street, Second Floor
Bristol, CT 06010
between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

Proposal submissions will be accepted by the Purchasing Department until Wednesday, April 28, 2010 at 11:00 am; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one original and four copies compact disk or USB drive (pdf or similar standard readable format), and shall be in a sealed envelope or package clearly identified as "RFP 2P10-101 Architectural/Engineering Services-Manross Memorial Library" delivered to the address noted above.

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RFP 2P10-101

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REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2P10-101 Architectural/Engineering Services for Renovations at Manross Memorial Library

I. PROJECT SPECIFICATIONS

1. Introduction

The City is seeking to make renovations, primarily to make improvements to accommodate its disabled patrons, at the Manross Memorial Library. The intent of this Request for Proposals is to receive fee schedules and finalize the selection of an architect for this project.

2. Site Considerations

F.N. Manross Library, originally constructed in 1976, consists of approximately 9,800 square feet. Although minor renovations were made in 1998 and 2006, the building has not substantially changed since its original construction. The building is comprised of two levels; the lower level accommodates a meeting space and some mechanical operations, while the upper level is traditional library space (i.e. published collections, circulation desk, etc.). There is a primary entrance on the upper level, and a secondary entrance on the lower level.

Currently, there is a staircase for connection between the two levels. Patrons unable to use the staircase due to physical constraints are limited in their ability to move between the two levels. The Library Board is interested in pursuing the installation of an elevator to permit access between the two levels; due to constraints on the building footprint, it is assumed that the elevator would be installed in a new building addition adjacent to the existing building, which at the same time would provide an improved lobby entrance at the lower level. The Library Board is interested in the use of space created by the new lobby entrance, as storage space.

The construction work will likely require minor landscape improvements to incorporate the new building structure. Please note that the City will be resurfacing the existing parking lot in the coming months. Additionally, an adjacent parcel is identified as inland wetlands.

The Library Board is additionally interested in converting the two bathrooms in the upper level into two ADA compliant bathrooms, and is interested in making minor renovations to the kitchen area in the upper level.

3. Scope of Services

The intended scope of services is generally defined as noted below:

1. Perform all investigative work necessary to establish existing site conditions.
2. Prepare schematic design documents and cost estimates. Please note that the City of Bristol is subject to prevailing wage requirements in accordance with 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 governing boards should be considered in your response.

3. Prepare complete design documents, including, but not limited to, plan and profile views, cross sections, typical details and detailed cost estimate sheet. Design submissions will be required at the preliminary, semi-final, and final design stages.
4. 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. Please note that the City has developed standard bid terms and conditions that may be used as a template for such work.
5. Provide finished drawings and specifications to the City for bidding by the Purchasing Agent; it is expected that your firm will be available for assistance in the bidding process. Your firm should assume that drawings and specifications will be made available to bidders directly by a reprographics firm providing online access and direct document handling (i.e. printing costs borne by the bidders).
6. Review and evaluate bids received, including detailed analysis of the three lowest bids and return recommendation for award of contract.
7. It is anticipated that the selected firm's obligation during construction will involve plan and specification interpretation and clarification as necessary, attendance at job meetings, assistance in compliance throughout construction, assistance in the coordination of special inspections, review of materials testing, limited inspection of work performed by contractor(s), and approval of payment requisitions from contractor(s). The City has typically completed construction projects using the design-bid-build method and has staff available to serve as Owner's Representative. Other delivery methods may be considered, if determined to be appropriate for these projects.

4. Project Schedule

The following is the proposed schedule for the selection process and work program (please note that work program schedule is demonstrative only and is subject to adjustment):

Request for Proposals issued -	April 7, 2010
Submittals Due –	April 28, 2010
Contract approved by City Council -	June 8, 2010
Contract finalized-	June 30, 2010
Preliminary designs and cost estimates -	September 15, 2010
Construction Documents completed –	February 1, 2011
Construction bids received –	March 30, 2011
Construction started –	May 18, 2011

II. SUBMISSION REQUIREMENTS

1. Submission Due Date

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:00 am, April 28, 2010**. Submittals received after that time will not be considered. 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 printed original and four (4) copies via CD media** of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the set of Proposals certifying that the submittal and all information contained therein is accurate, and that the firm does not take exception to contract considerations listed in Section III of this document.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, and the key issues to resolve.
 2. A detailed work program and time schedule for phases of the project, including milestones for periodic review of the work with the advisory committee(s).
- c.
 1. A list of personnel who would be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration. Firms may submit previously prepared material in 254/255 or 330 format, or independently prepared format.
 2. A description of similar projects which your firm has been involved in, including references.
 3. A summary of your firm as outlined in Section II.3. of this document.
- d. Supporting documentation from the Architectural Licensing Board for the State of Connecticut Department of Consumer Protection confirming that the submitting firm is certified for the work described herein.
- e. Supporting documentation from the Office of the Secretary of the State for the State of Connecticut, confirming that the submitting firm has been licensed to do business in the State of Connecticut for a period of not less than two (2) years.
- f. A fixed fee schedule for services provided.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol CT 06010, clearly marked as "2P10-101 Architectural/Engineering Services for Renovations at Manross Memorial Library".

3. Vendor Information

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- 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.

B. Client Base

Provide specific reference information for clients you have served, relevant to the work proposed, to include client name and location, contact name, title and telephone number.

The references must be relevant to projects as described in Section II.2.f., and shall include specific details on how they represent a project of similar scope. Information on your firm's specific role must be included.

4. Addenda to this 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.bristolct.gov/bids>

This document includes an acknowledgement page; this page shall be faxed back to the Purchasing Department upon receipt, to ensure proper notification of changes to the published documents. The City of Bristol 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 Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@bristolct.gov>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

5. Evaluation of Proposals

Selection of firm(s) will be the responsibility of a committee consisting of designated representatives from the Library board and the City Building Committee. The evaluation process shall be based upon the written submittals (and selected presentations and interviews if determined to be warranted).

III. CONTRACT CONSIDERATIONS

1. General Considerations

The sections listed below are informational only; firms submitting Proposals are hereby advised that any firm awarded a contract shall be subject to these conditions. Proposal 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 contractor 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 City of Bristol, 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, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents, or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

4. Insurance

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Umbrella coverage for the above, in an amount not less than \$2,000,000.00.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$2,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

5. Invoicing and Payment

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard

payment terms are Net 30 Days from receipt of properly executed invoice(s). The City cannot make payments for "execution of contract" (payments due upon contract signing).

6. Termination

Subject to the provisions below, the contract may be terminated by either party, upon thirty (30) days' advance notice to the other party, but if any work or services hereunder are in progress, but not completed, as of the dated of termination, then this contract may be extended upon written approval by the City until said work or services are completed and accepted.

A. Termination For Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the City, without the required thirty (30) Days' advance written notice, then the City shall negotiate reasonable termination costs, if applicable.

B. Termination For Cause

Termination by the City 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 by cause.

7. Non-Appropriation of Funds

Please note that any contract executed by the City of Bristol is subject to the appropriation of funds on an annual basis.

8. Award Considerations

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City 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 interests of the City.

Firms selected for interview will be provided with the content of 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 immediately following the interview process.

The City intends to use AIA contract form B101-2007, with a specific set of document corrections consistent with the terms referenced in this document, for the purposes of engaging a firm to perform the services requested. A preliminary set of such modifications is available for reference.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City of Bristol.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**Architectural/Engineering Services
for Renovations at Manross Memorial Library
2P10-101**

Due Date: 11:00 am, April 28, 2010

City of Bristol
Purchasing Office
111 North Main Street
Bristol, Connecticut 06010

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

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City 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

Address

Title

Town

State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

RETURN THIS FORM IMMEDIATELY!

Acknowledgment: Receipt of RFP Documents



2P10-101
Architectural/Engineering Services for
Renovations to Manross Library

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 proposals.

Date issued: April 9, 2010
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)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES



**CITY OF BRISTOL
PURCHASING DEPARTMENT
111 NORTH MAIN STREET
BRISTOL, CT 06010**

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. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment).
- ___ 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the submittal.
- ___ 5. Any addenda to this document have been acknowledged and included.
- ___ 6. The envelope has been addressed to: City of Bristol Purchasing Department
RFP 2P10-101 Arch/Eng-Renovations/Manross
111 North Main Street
Bristol, CT 06010
- ___ 7. The envelope has been clearly marked with the proposal number and opening date.
- ___ 8. If additional copies are required as part of your response, make sure the original is clearly marked.
- ___ 9. 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.



**CITY OF BRISTOL, CONNECTICUT
NON-COLLUSION CERTIFICATION**

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____