

**Request for Proposals
2P11-069**

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

**Architectural Study and Space Needs Analysis
of Bristol Municipal Buildings
for the Potential Use of Existing City Facilities to
Serve the Future Needs Thereof**

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, March 22, 2011.**

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 2P11-069
Professional Services
Architectural Study and Space Needs Analysis
of Bristol Municipal Buildings

The City of Bristol is seeking proposals from qualified firms for the provision of a space needs study of municipal buildings. 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.

A non-mandatory pre-proposal meeting to review the project requirements with City staff will be held in the chamber of the City Council in Bristol City Hall, on **Monday March 7, 2011 at 3:00 pm.**

Proposal submissions will be accepted by the Purchasing Department until **Tuesday March 22, 2011 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 seven (7) copies as well as one copy via compact disk or USB drive (pdf or similar standard readable format), and shall be in a sealed envelope or package clearly identified as "RFP 2P11-069 Space Needs Analysis of Bristol Buildings" delivered to the address noted above.

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

r/a February 23, 2011

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REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2P11-069

Architectural Study and Space Needs Analysis of Bristol Municipal Buildings for the Potential Use of Existing City Facilities to Serve the Future Needs Thereof

I. PROJECT SPECIFICATIONS

I.1. INTRODUCTION

The City of Bristol is interested in the analysis of space needs (existing as well as potential future) for operations, staffing, and functions of City Hall, Senior Center, Police Department, and Fire Headquarters; the ADA compliance, building and or fire code deficiencies, structural conditions, overall renovation improvement needs and site considerations for the Bristol City Hall facility (including carpenter's annex), Beals Senior Community Center facility, Police Complex, Fire Headquarters, Memorial Boulevard School facility, the Clara T. O'Connell School facility, and the former Clarence A. Bingham school facility; and the best recommended use of the listed facilities to provide for staffing and operations and/or combination thereof of City Hall, Senior Community Center, Fire Department, and Police Department. Further, if it is determined that conditions warrant renovation to buildings and/or sites, or expansion of buildings and/or sites, or replacement of buildings and/or sites, then the City is interested in the development of alternatives as well as associated costs.

I.2. BACKGROUND

The City of Bristol has several aging structures that may require upgrades and/or improvements. Additionally, the Bristol Board of Education has decommissioned one school facility and plans to decommission two other school facilities in 2012. Excess capacity of aging structures will result in the need for prioritization of improvements to said structures.

Bristol City Hall was originally constructed in 1963 on a 3.6 acre parcel. Major renovations were completed in 1981 and 1985. An architectural study and proposed layout of the ground floor (Public Works) was completed in 2004 and is available for review (see Section I.4). The structure consists of four floors, comprising approximately 63,000 total square feet. An additional structure (brick garage) consisting of approximately 1,600 square feet is on the site.

Douglas Beals Senior Community Center, a single story structure comprised of approximately 51,000 square feet, was built in 1957, with renovations made in 1987. The structure houses the Senior Center, the Health District, and minor Board of Education operations. An analysis was performed on the mechanical systems in 2010, and is available for review (see Section I.4).

The Police/Court Complex, a three-story concrete structure, was originally constructed in 1980, with total space (including court space but not including garage) of approximately 110,000 square feet. The State of Connecticut leases the second floor of the structure for a court; a proposal to close the court was raised in 2009 but was not pursued at that time.

The Memorial Boulevard School facility, approximately 90,000 square feet, was built in 1922, with renovations in 1959 and 1978 (the roof was replaced in 2008). In anticipation of the closing of the school in 2012 and in response to downtown development considerations, a feasibility study for conversion of the theatre was performed in 2008 and is available for review (see Section I.4). The school is scheduled to close after June 2012 as part of a redistricting effort by the Bristol Board of Education.

The Clara T. O'Connell School facility, a two-story brick structure, was built in 1913; building additions were constructed in 1919, 1927 and 1960, with renovations performed in 1982. The school is scheduled to close after June 2012 as part of a redistricting effort by the Bristol Board of Education.

The Clarence A. Bingham school facility, a two-story brick structure comprised of approximately 40,000 square feet, was decommissioned by the Bristol Board of Education in June 2010.

Fire Headquarters was built in 1963. A study of the structure was performed in 2004 (see Section I.4), for possible improvements to the site and/or structure. Minor improvements have been made to the building as a result of the study, but no major renovations have been made.

The Bristol Fire Department has expressed interest in the relocation of its headquarters, currently located at 181 North Main Street, to the former Bingham school facility.

I.3. SCOPE OF SERVICES

For each of the following facilities; City Hall Complex, Beals Senior Community Center, Police/Court Complex, Fire Headquarters, Memorial Boulevard School facility, Clara T. O'Connell School facility, and the former Bingham school facility; the City has generally outlined the major components of the required services, outlined as noted below.

- (a) Review existing studies identified in Section I.4 of this document;
- (b) Inventory existing space, perform a space use analysis, and include an interaction evaluation of all departments located and/or to be located in the City Hall, Beals Senior Center, Police Complex, and Fire Headquarters;
- (c) Evaluate functional needs, and perform a space needs analysis for all departments located and/or to be located in said buildings;
- (d) Develop alternative Department, function, and operational layouts and floor layouts that consider functional efficiencies of each Department, function, and operation served, along with how they could be combined into a smaller number of facilities (e.g single public safety complex, City services center also housing senior services), along with the associated cost estimates;
- (e) Identify Fire Code and Building Code deficiencies and needs including associated cost estimates for compliance based on existing layout and proposed alternative layouts;
- (f) Identify ADA deficiencies and needs including any associated cost estimates for compliance based on existing layout and proposed alternative layouts;
- (g) Identify abatement materials (asbestos, lead paint, etc.) including any associated cost estimates for abatement work (specific sampling is not required; however, it is expected that any resultant report should generally identify potential remediation efforts);
- (h) Inventory existing mechanical, communication, security systems and other systems of said buildings; evaluate the functionality of the existing mechanical, communication, and security systems, and other systems; and develop alternatives with associated costs for consideration

by the City, based on upgrade of existing systems including proposed alternative replacement systems with associated costs;

- (i) Inventory existing structural components of each of the buildings; evaluate the structural integrity of the buildings as a whole in accordance with the latest applicable building and structural design codes and required corrective measures with associated costs;
- (j) Develop, release and market a survey concerning preferences for location of a senior community center, and review/analyze survey results;
- (k) Evaluate each existing facility's site/parking layout and develop alternatives (including but not limited to parking structures, etc.) with associated costs that satisfy the needs of the proposed uses, for consideration by the City;
- (l) Include as an alternative the cost of building new facilities elsewhere in the City (exclusive of land costs);
- (m) Include as an alternative the cost of building additions to structures (exclusive of land costs);
- (n) Prepare report in draft format, for preliminary review by various boards and commissions (provided in digital format);
- (o) Attend various meetings, workshops, etc. to present study findings. For the purposes of developing a proposal, it should be assumed that at minimum the following meetings must be accommodated: Planning session with City Council Building Committee; one public information meeting; presentation of findings to City Council Building Committee, Police Board of Commissioners, Fire Board of Commissioners, and the Commission on Aging; and presentation of findings to full City Council;
- (p) Prepare final report, incorporating comments and/or corrections requested by various boards and commissions (provided in digital format as well as six printed and bound copies).

I.4. RESOURCES AVAILABLE

The City will make available to the awarded firm:

- Study of HVAC Systems at City Hall and Beals Senior Community Center (2007)
- Theatre feasibility study for Memorial Boulevard School (2008)
- Feasibility study for Fire Headquarters renovations (2004)
- Analysis of Potential Interior Renovations at Public Works Office (2004)
- Location of utilities and other civil engineering information available through Public Works
- Construction documents for relevant structures
- Land use information from the Office of the City Planner

I.5. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Date of RFP Issuance	February 22, 2011
Pre-bid Meeting	March 8, 2011
Submittals Due	March 22, 2011
Interviews Conducted	April 13, 2011
Recommendation for Award	May 10, 2011
Contract finalized	May 24, 2011
Recommendations to City	September 22, 2011

II. SUBMISSION REQUIREMENTS

II.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, March 22, 2011**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

There will be a non-mandatory pre-proposal meeting held on **March 7, 2011 at 3:00 pm in the City Council Chambers at Bristol City Hall**, 111 North Main Street, Bristol, CT.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have April 13, 2011 available if selected for an interview; your firm will be notified no later than April 8, 2011 if your firm is selected.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for one hundred twenty (120) days from the date that proposals are due.

II.2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and seven (7) copies**, as well as a copy provided in digital format (e.g. pdf or Word, on CD or USB disk) 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 proposal and certifying that the proposal and any cost projection included will remain in effect for 120 days after the due date.
- 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, the key issues to resolve and the level of detail that can be accomplished for the feasibility study within the available time.
 2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
 3. A list of personnel who will 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.
 4. A description of similar projects which your firm has been involved in, including references.
 5. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the services, submitted in a sealed envelope separate from but included with the proposal. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is one of the criteria outlined in this document. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol, CT 06010, clearly marked as "2P11-069 Space Needs Analysis of Bristol Municipal Buildings".

II.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 three clients you have served, relevant to the work proposed, to include:

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

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

II.4 EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors, which will be evaluated, include the following:

1. The specialized experience of the individual(s) or firm(s) and its (their) assigned personnel.
2. The firm's understanding of an approach to the project.
3. The firm's ability to effectively communicate report results both in printed format and in public meetings and public hearing processes.
4. The firm's ability to accurately represent costs relative to similar projects incorporating remediation and new construction presented by the report.
5. The content of the firm and its consultants, support staff, etc. and their ability to work effectively together and with the City.
6. The firm's schedule, including milestones.
7. Clarity, organization, and effective presentation of submittal.
8. Review of references listed.
9. Proposed fee schedule or fee schedule methodology.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. **Your firm should have April 13, 2011 available** if selected for an interview.

II.5 ADDENDA

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 must be faxed back to the Purchasing Department, 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@ci.bristol.ct.us>.

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

III. CONTRACT CONSIDERATIONS

1. 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.

2. INDEMNIFICATION

The awarded firm agrees 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.

3. 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.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 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.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. 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). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. 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 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 there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

Documents/reports/data become property of the City of Bristol.

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



**Architectural Study and Space Needs Analysis of Bristol Municipal Buildings
2P11-069**

Due Date: 11:00 am, March 22, 2011

City of Bristol
Purchasing Office
111 North Main Street, 2nd Floor
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!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

Request For Proposals 2P11-069
Architectural Study and Space Needs Analysis of
Bristol Municipal Buildings

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: February 23, 2011
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 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 proposal.
- ___ 5. Any addenda to this document have been acknowledged and included.
- ___ 6. The envelope has been addressed to: City of Bristol Purchasing Department
2P11-069 Architectural Study-Bristol City Hall
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 proposal.



**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: _____

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	