

Request for Proposals (RFP)
for Designer Services

Town of Windsor Locks
Police Headquarters
&
Senior Center

Request for Proposal: RFP #2022-PDSC

RFP dated April 4, 2022

Proposals due: April 19, 2022, 2PM

Issued By:

Town of Windsor Locks

Board of Selectmen

Windsor Locks, CT. 06096

1. Introduction:

The **Town of Windsor Locks, Board of Selectmen**, hereafter referred to as “**Owner**”, is requesting proposals for professional Designer Services for a new +/-22,000 s.f. Police Headquarters and +/-17, 550 s.f. Senior Center proposed to be built on land available on Spring Street, Windsor Locks, CT, hereafter referred to as “the project”. The primary goal for Designer Services is to design and engineer the project from the Schematic Design Phase through the Construction Administration Phase. The project includes civil / site design, all interior and exterior Police and Senior Center building design, coordination of radio communication design, cost and energy efficiency, and coordination of all required land use approvals. The architectural / engineering firm selected will also work with the Town of Windsor Locks Building Committee to ensure that all designer services are supplied in a timely manner and within the funding appropriation previously allocated by voters of the Town of Windsor Locks.

It is the Owner’s intent to independently hire a Construction Manager at Risk to further assist the Owner with cost estimating services, constructability reviews, bidding assistance, scheduling, and construction oversight. The Architect shall also coordinate their responsibilities with the Owner’s Construction Manager.

2. Design Elements

The Town wishes to preserve as much of the character of the land around the project as possible. Design the building(s) exterior and interior to compliment the site features and community while incorporating the technology necessary to operate a modern, functional, and efficient Police Facility and Senior Center. The attached documents outline the general design objectives and requirements of the project.

3. Scope of Work:

The intent of this Request for Proposal (RFP) is for the overall design; engineering and administrative services to complete this project on time and within budget. The form of agreement between the Town of Windsor Locks and Architect will be AIA Document B133-2019, *Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition*, as modified by the Owner. This agreement will be the basis of scope of work. In addition, and/or for clarification of this agreement, the following is a summary of deliverables.

4. Deliverables:

Architectural, Engineering (Structural, Mechanical, Electrical, Plumbing, Fire Protection, Technology), Civil / Site Design, Landscape Architecture, Interior Design, and all other design services regularly required for the completion of the project and typically within the Architect's Standard of Care. These services shall hereafter be referred to as the "Architect".

The Architect shall provide Schematic Design, Design Development, Construction Document, Bidding Assistance, and Construction Administration services according to the AIA documents. The Architect is responsible for designing this facility up to, but not exceeding, the Owner's authorized and approved budget. Any design costs required to redesign and / or rebid the project to meet the authorized and approved budget requirements shall be at the Architect's sole expense.

The Architect shall work with the Owner's Building Committee and Construction Manager to phase the project as necessary to accommodate the Town of Windsor Locks. All elements of the design shall be incorporated into the approved phasing plan consisting of site development and building construction including utilities, mechanical, electrical, plumbing, technology, life safety, and radio dispatch communications requirements.

The Architect will make all presentations of the design to town or state officials, required boards/committees, and public hearings in order to secure necessary local land use approvals prior to construction.

The Architect will convene pre-construction meetings to review designs and coordinate with Owner's Building Committee and Construction Manager.

The Architect is to provide administration of the contract during the construction phase.

The Architect is to provide site visits as required, and at a minimum of twice per month, and keep the Owner informed of the progress and quality of work.

The Architect is to review and certify Construction Manager's applications for payment.

The Architect is to review and approve, or take other action, upon contractor submittals, and requests for information within ten (10) working days.

The Architect shall prepare change orders and construction directives for Owner's approval.

The Architect shall conduct reviews to determine, with the Owner's input and approval, the dates of Substantial Completion.

Upon completion of construction, the Architect shall perform final inspections and advise the Owner of any necessary work to satisfy the contract terms. The Architect shall review as-built drawings prepared by the contractors and when satisfied with their accuracy and completeness, shall endorse and submit such drawings to the Owner for record purposes.

5. Proposal / Evaluation Criteria

The Architect must submit a cover letter describing why the firm is the most qualified for this project, the firm's capacity and capability to perform, and the firm's commitment to design this project to the budget and in the timeframe required.

The Architect must be a licensed architect in the State of Connecticut and must be familiar with Connecticut Public Construction Laws and Codes. Extensive experience with designing and bidding municipal police facility and senior center projects is highly advantageous.

The Architect must list of ALL Police Facility and Senior Center projects undertaken in Connecticut within the past five (5) years. Similar projects shall be listed including a brief description of the projects, their forecasted budget and actual cost, and a client reference for further inquiries. To establish a minimum standard of experience due to the technical requirements of a new Police Headquarters, the Architect must have actively participated in the planning, design, or occupancy of at least ten (10) Police Facility Projects within the past five (5) years. This proposal must include client references for five (5) similar projects (Police and/or Senior Centers) completed and occupied within the past five (5) years. Include contact names, addresses, and client contact information. Indicate the individuals on your staff who had direct responsibility for each project listed. Architects not possessing that level of experience need not respond.

The Architect must submit a copy of its organizational chart proposed for this project. The organizational chart is to include the proposed team, their names, and their anticipated roles. Also indicate which person(s) assigned to this project are key personnel. Key personnel shall be staff member(s) who are an integral part of your team and their professional contribution is critical to the success of this project. Key personnel must be assigned for the duration of this project and cannot be removed without written authorization from the Owner. The selected architectural firm will assign one (1) qualified individual, who will be the firm's contact person responsible for directing and coordinating the activities of the firm's personnel and consultants in all aspects of the project. The designated contact person must be indicated on your organizational chart. The Architect must submit resumes for all key personnel proposed for this project.

The Architect must provide the names of all consulting firms, the proposed staff, and their relevant experience in this building type, or working for the Architect.

The Architect must submit a proposed schedule of deliverables. The proposed schedule is to include the following minimum activities: duration of schematic design, design development, construction documents, bid phase, award. Note: Cost estimating services and construction phase durations will be provided to the Owner through the Construction Manager.

The Architect must provide information concerning any suits filed, judgments entered, or claims made against the firm during the last five (5) years with respect to services provided by the firm, or any declaration of default or termination for cause against the firm with respect to such services. In addition, state whether during the past five (5) years the firm or your proposed consultant(s) has been suspended from bidding or entering into any government contract.

6. Insurance:

The selected Architect shall be required to furnish a Certificate of Insurance ensuring the following insurance coverage within five (5) days of receipt of Notice of Selection. Failure to maintain insurance coverage as required and to name the Town of Windsor Locks and the selected Construction Manager as Additional Insured with respect to General Liability policies will be grounds for termination of the contract.

a. Commercial General Liability Insurance

The Architect shall provide Commercial General Liability insurance with a combined single limit of \$2,000,000 per occurrence, \$4,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

b. Commercial Automobile Liability Insurance

The Architect shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

c. Worker's Compensation Insurance

The Architect shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers.

Liability Insurance as follows:

Bodily Injury by Accident - \$1,000,000 each accident

Bodily Injury by Disease - \$1,000,000 policy limit

Bodily Injury by Disease - \$1,000,000 each employee

d. Umbrella Liability Insurance

The Architect shall provide Commercial Umbrella Liability insurance with a combined single limit of \$5,000,000 per occurrence, \$5,000,000 aggregate for bodily injury and property damage.

e. Professional Errors and Omissions (E&O) Insurance

The Architect shall provide Professional Errors and Omissions (E&O) insurance with a combined single limit of \$2,000,000 per occurrence, \$2,000,000 aggregate.

Each Policy of Insurance, with the exception of Professional Liability and Worker's Compensation Policies shall include a waiver of subrogation in favor of the Town of Windsor Locks and shall provide no less than thirty (30) days' notice to the Town in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile and Umbrella Liability shall name the "Town of Windsor Locks" and the selected Construction Manager as an additional insured.

Certificates of Insurance, acceptable to the Town of Windsor Locks shall be delivered to the Town prior to the commencement of the work and kept in force throughout the term hereof.

7. Indemnification:

The Architect shall indemnify and hold harmless the Town of Windsor Locks and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from the performance of the work.

8. Fee Proposal:

NO Fee Proposal is requested at this time. The Town of Windsor Locks will be utilizing a Quality Based Selection Process (QBS). The Town will evaluate all proposals based upon submitted qualifications and experience and will rank the proposals deemed to be in the best interest of the Town of Windsor Locks.

Once ranked, the Owner will perform interviews, if needed, to further clarify proposal information and to become generally familiar with the Architect and proposed Design Team.

The Town will then negotiate a fee with this Proposer within the allocated funding for this purpose. If the fee cannot be negotiated after a reasonable period of time to an acceptable amount with the top-ranked finalist, the Owner will negotiate the fee with the next highest ranked finalist until an acceptable fee is arrived at.

9. Submission of Proposal:

Six (6) copies of the proposal must be submitted no later than 2:00 p.m. on Tuesday, April 19, 2022, to:

Windsor Locks Town Hall
50 Church Street
Windsor Locks, CT 06096
Attn: Mr. Paul Harrington, First Selectman

10. Estimated Schedule of Events:

- 04/04/22 Issue RFP through Town of Windsor Locks website / DAS website.
- 04/12/22 Deadline for all questions pertaining to this RFP. Written questions via email-only to: Mr. Paul Harrington, First Selectman, pharrington@WLOCKS.com
- 04/14/22 Questions answered via email only to all Firms issued an RFP and registered with the Town of Windsor Locks.
- 04/19/22 Deadline for receipt of proposals at 2:00 PM, Windsor Locks Town Hall
- Week of 04/25/22 Selection Committee to notify selected proposers for interviews.
- Week of 04/18/16 Conduct interviews, if desired.
- Week of 05/02/22 Selection completed, firm recommendation to the Board of Selectmen for contract negotiations and contract signing.

11. Additional Terms and Conditions:

THE TOWN OF WINDSOR LOCKS RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN OF WINDSOR LOCKS. The Town of Windsor Locks may elect to meet with any, all, or none of the Architects prior to selection to clarify their proposals. The Town of Windsor Locks reserves the right to reject any or all of the proposals submitted. The Town of Windsor Locks reserves the right to negotiate the cost of this proposal and to award the work to a firm other than the firm with the lowest cost, if it is in the best interest of the Town. Any acceptance is subject to further approvals pursuant to the Town of Windsor Locks Charter and or Codes. Any associated cost incurred in the preparation or submission of this proposal is at the sole expense of the proposer.

Revisions or addenda to the RFP: In the event it becomes necessary to revise or supplement any part of the RFP, the revision or supplement will be provided via e-mail to all prospective firms that have registered on the Bidders List at Windsor Locks Town Hall.

12. Attached Documents:

- a. Proposed Site Plan for Windsor Locks Police Headquarters and Senior Center, dated October 20 ,2021, as prepared by Jacunski Humes Architects, LLC, Berlin, CT
- b. Proposed Main Floor Plan for Windsor Locks Police Headquarters, as prepared by Jacunski Humes Architects, LLC, Berlin, CT
- c. Proposed Upper Floor Plan for Windsor Locks Police Headquarters, as prepared by Jacunski Humes Architects, LLC, Berlin, CT
- d. Proposed Exterior Rendering for Windsor Locks Police Headquarters, as prepared by Jacunski Humes Architects, LLC, Berlin, CT
- e. Proposed Main Floor Plan for Windsor Locks Senior Center, dated October 20, 2021, as prepared by Jacunski Humes Architects, LLC, Berlin, CT
- f. Proposed Exterior Rendering for Windsor Locks Senior Center, as prepared by Jacunski Humes Architects, LLC, Berlin, CT

END OF RFP