

**TOWN OF CANTON, CONNECTICUT
REQUEST FOR PROPOSALS FOR
ARCHITECTURAL SERVICES FOR A
PROPOSED DPW FACILITY**

The Town of Canton (hereinafter referred to as Town) is soliciting proposals from qualified parties (hereinafter referred to as Consultant or Respondent) to provide architectural services for its proposed new Department of Public Works Facility (hereinafter referred to as DPW Facility) at 50 Old River Road in Canton.

The selected Consultant(s) will work under the direction of the Temporary Public Works Facility Sub-Committee [TPWFSC] of the Permanent Municipal Building Committee and will be expected to demonstrate professional experience in building design, architecture, code compliance, landscape architecture along with the ability to present complex plans to Town Land Use Agencies and Commissions.

About the DPW Proposal

After several attempts, a referendum in November 2016 approved the construction of a new 3.825 million DPW Facility at its current site on 50 Old River Road. The anticipated improvements shall include demolition of portions of the existing facility, construction of approximately 14,200 square foot new office and storage facility, salt shed and rebuilding and lowering the adjacent ball field to provide flood plain mitigation and, to the extent of available funds, site access improvements including access to the site from River Road. The Town has prepared a preliminary concept site plan and the TPWFSC has prepared preliminary building concept drawings and is looking to engage professional services to create final building concept plans [sufficient to put out to bid as pre-engineered building] and if required to help represent the Town before regulatory agencies and commissions.

Scope of Services

The purpose of this project is to create complete final building plans for the DPW Facility. Note that site plans for the DPW Facility are being prepared by others and are not part of this RFP. This RFP only includes the DPW building [including all work within foundation limits]; Salt Shed building [including all work within foundation limits]; generator including utility conduits to and within building; and relocating fuel tank/pumps, etc. including utility conduits to and within building. This project involves the following Tasks:

Task One: Review and Analysis of Existing Preliminary DPW Facility Plan(s)

1. Evaluate existing preliminary facility plan(s) for:
 - Compliance with all applicable codes including but not limited to building codes, fire codes, etc.

- Applicable Zoning Regulations
 - Flood Plain Regulations [regarding building flood proofing]
2. Create a set of “Concept Development” drawings, for the new DPW Facility including Salt Shed, Generator and Fuel Tank/Pump relocation on the site. The Concept Development drawings shall indicate the main storage area as “clear span” space. The Concept Development drawings shall be in sufficient detail for a design/build bid package and include the following:
- Floor plan
 - Roof plan
 - Building elevations
 - Building sections
 - Reflected ceiling plan
 - Door and window schedules

For the Salt Shed:

- Floor plan
- Roof plan
- Building elevations

Task Two: Create one 3-D drawing of facility looking from River Road [State Route 179] and another 3-D drawing of facility looking from the Farmington River/Trail

Task Three: Assist Town Officials in obtaining all necessary Land Use approvals [Planning & Zoning Commission, etc.] and modify facility plans as required by Land Use Agencies.

Task Four: Prepare contract bid document specifications [plans, details, specifications, etc.] based on the approved facility plans to bid as a “clear span” “pre-engineered” building/facility.

Task Five: Contract Administration including weekly construction meetings and approval of all submittals related to the DPW Facility, including Salt Shed; Generator; and the Fuel Tank/Pump. Note that all site work outside the footing footprint for the DPW building and Salt Shed is covered under the site plan portion of the project.

The Town reserves the right to modify or expand the Scope of Services in a manner that best serves the interest of the Town. Respondents may also separately offer alternate proposals or additional services that can be considered by the Town at its discretion.

Fee Proposal

Task One:

Lump Sum Fee for Task One, including all costs associated with task: _____
_____ dollars
and _____ cents.
\$ _____

Task Two:

Lump Sum Fee for Task Two, including all costs associated with task: _____
_____ dollars
and _____ cents.
\$ _____

Task Three:

Lump Sum Fee for Task Three, including all costs associated with task including attending Land Use Board meeting to obtain project approval [travel time and mileage included]: _____
_____ dollars
and _____ cents.
\$ _____

Task Four:

Lump Sum Fee for Task Four, including all costs associated with task: _____
_____ dollars
and _____ cents.
\$ _____

Submission of Statement of Qualifications

Interested consultants who wish to be considered for this work shall deliver eight (8) sets of the following information to Robert Skinner, Chief Administrative Officer; Town of Canton; 4 Market Street; P.O. Box 168; Collinsville, CT 06022-0168, no later than 11:00 pm local time on February 24, 2017. A digital / electronic version of the proposal response on CD, flash drive or other comparable form shall accompany the submission. The submission shall also include:

1. Letter of Introduction
2. Firm's Information Package
3. An outline and description of the firm's understanding of the Project and proposed approach necessary to meet requirements of the Scope of Services
4. Detailed fee proposal by task.
5. Schedule for completing each task in fee proposal.
6. Resumes of personnel who will work on the Project
7. Demonstration of the team's ability to efficiently represent the effect/ build out of conceptual/ preliminary designs graphically
8. At least three references for on-going and/ or recently completed similar municipal site plan design projects (including contact person and phone number)
9. Detailed and specific examples of similar work products and areas that have been designed and physically installed
10. Certificate of liability insurance
11. Any additional information that will assist in evaluating the qualifications of the consultant

Schedule

February 3, 2017	RFP issued
February 24, 2017	Submission Deadline for Responses

It is anticipated that architectural plans and rendering will need to be prepared for submittal to Planning & Zoning in April 2017.

Additional Requirements

Respondents with questions regarding the submission requirements may contact the following person *via email only* (telephone inquiries related to proposal requirements shall not receive a response):

Robert Skinner, CAO
Town of Canton
rskinner@townofcantonct.org

An electronic copy of this request for proposals will be posted on the Town web page (<http://www.townofcantonct.org/>). Addendum(s) to this RFP may be issued by the Town. The applicant is responsible for monitoring the Town website for any possible amendments to this request. When issued, addendum(s) will be posted on the Town's website under the "Request for Proposals" link. It is the respondent's responsibility to check to see if RFP addendum(s) have been issued by the Town and to ensure that its proposal addresses all addendum(s).

Supplemental Materials

Also contained on the Town web page are the following documents:

1. Preliminary DPW facility plan for 50 Old River Road – oriented facing State Route 179 [River Road]
2. Preliminary DPW site plan for 50 Old River Road [final site plan by others]
3. Land Survey Maps

Selection of Consultant(s)

The Chief Administrative Officer shall designate a selection committee. The selection committee shall evaluate the responses, and if desired interview selected respondents.

Any Consultant responding to this request for proposal certifies that no officer, agent or employee of the Town has a pecuniary interest in this request for proposal, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other respondent of the same call for proposals, and that the respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

Respondents must fully disclose, in writing to the Town on or before the closing date of this request for proposals, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the respondent were to become a contracting party pursuant to this request for proposals. The Town shall review any submissions by respondents under this provision and may reject any proposals where, in the opinion of the Town, the respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the respondent were to become a contracting party pursuant to this request for proposals.

Respondents shall make all investigations necessary to inform itself regarding the service(s) to be performed under this request for proposal.

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person guilty of said misrepresentation or

collusion. In the event that the Town enters into a contract with any respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

Minority, Woman, and/or Small Business Enterprises are encouraged to consider submitting proposals for consideration. The Town is an Affirmative Action - Equal Opportunity Employer.

The Town is issuing this request for proposals for the purpose of determining the benefits and costs of retaining consultants to provide the services described in this Scope of Services and reserves the right to reject any or all responses and to amend this Scope of Services in the process of selecting a Consultant. The Town reserves the right to enter into a contracted service agreement with more than one consultant, to divide up services, and to include or not include portions thereof, within any such service agreement as may be required to meet the specialized needs of the Town.

The Town reserves the right to waive informalities, non-material defects, or clerical errors in any proposal. The Town also reserves the right to reject any and all proposals, or any part of a proposal, when said action is deemed to be in the best interest of the Town. The Town reserves the right to negotiate with one of more respondent as it sees fit. Proposals will be evaluated based on what is in the best interest of the Town. Costs will not be the sole factor in evaluating proposals. No contracts rights shall accrue to a respondent unless and until the Town and the respondent execute a binding contract.

All costs incurred in the preparation of the proposals will be borne entirely by the individual/ firm submitter.

All proposals submitted become property of the Town.

All proposals submitted, information contained therein, and attached thereto shall be subject to disclosure under the Freedom of Information Act.

Proposals shall be final and binding and may not be withdrawn or amended for one hundred and twenty (120) days from the date and time when proposal are due.

Selected respondent(s) shall carry Commercial General Liability Insurance (Bodily Injury, Property Damage, Products and Completed Operations) in an amount of not less than one million dollars (\$1,000,000) per occurrence with two million dollar (\$2,000,000) aggregate, combined single limits. Such coverage shall also include coverage for operations, completed operations, products and contractual liability insurance. Such policy shall name the Town of Canton as additional insured and shall be primary and noncontributory to any valid and collectible insurance carried by the town.

Selected respondent(s) shall provide errors and omissions liability insurance covering the respondent and the Town against loss for financial damages resulting from legal expenses

and costs the Town may incur by fines, and penalties assessed against the Town through administrative or judicial proceedings caused by errors or omission in the billing by the Respondent in the amount of one million dollars (\$1,000,000) each wrongful act and \$1,000,000 in the aggregate.

Selected respondent(s) shall provide the Town with a certificate verifying such coverage before commencing services under this RFP. Such policy shall require thirty (30) days' notice to the Town in writing prior to alteration, cancellation, termination or expiration of any kind.

Any person contracting with the Town must, to the fullest extent permitted by law, indemnify, defend and hold harmless the Town and its agents and employees from and against all claims, damages, loss or expense including reasonable attorney's fees arising out of or resulting from the performance of the contract. Selected respondents shall pay any and all attorneys' fees incurred by the Town, its agents, or its employees, in enforcing any of the selected respondents' defense or indemnification obligations. In any and all claims against the Town, or any of its agents or employees, by any employee of a selected respondent, or anyone directly or indirectly employed by a selected respondent, or anyone for whose acts as a selected respondent is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or a selected respondent under Workers' Compensation Acts, disability benefits acts, or other employee benefit acts.

The individual or firm selected will be required to abide by the Town Municipal Code of Ethics.

Dated at Canton, CT this 3rd day of February, 2017

Robert Skinner
Chief Administrative Officer