

Bethel Police Headquarters

Request for Architectural/Engineering

Professional Design Services

for the

Bethel Police Facility

Judd Ave & CT. RT 302

Request for Proposal: RFP #2016-001

Proposal due: March 8, 2016, 2PM.

**Bethel Town Hall
1 School Street
Bethel, CT 06801
Attn. Purchasing Agent**

Issued By:

Town of Bethel Public Site and Building Commission

**1 School Street
Bethel, CT. 06801**

1. Introduction:

1.1 The Town of Bethel Connecticut Public Site and Building Commission (PS&BC), hereafter referred to as “Commission”, is requesting proposals for professional architectural and engineering services for the Bethel Police Station project. The project is located on Town of Bethel owned land on Judd Ave and Connecticut Rt 302. The overall parcel of land is 9+/- acres. The anticipated required land for the project is 2.5 +/- acres. The primary goal is to design and engineer the complete project from the design development phase through the construction administration phase. The project includes civil, site design, all building design including exterior and interior, radio communication design and relocation, firing range design. The architectural / engineering firm selected will work with the Town of Bethel Police Commission, Energy Conservation Commission and PS&BC to ensure the most efficient and cost effective building project possible.

2. Design Elements:

2.1 The Town wishes to preserve the character as much as the land around the project as possible. Design the building exterior and interior including a firing range, incorporating the technology necessary to operate a modern Police Facility. The attached documents outline the general design objectives and requirements of this building project.

3. Scope of Work:

3.1 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 and Architectural Firm will be standard AIA Architectural forms as modified by the Town. 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:

4.1 The Architectural / Engineering firm selected shall provide a proposal for Architectural Engineering (Structural, Mechanical, Electrical, Plumbing, and Fire Protection) Site design, Landscape Architecture, interior design, and all other design services required for the completion of the project. The firm providing these services shall be referred to as the “Architect”.

4.2 The Architect shall provide design development, construction document, bidding assistance and construction administration services according to the AIA documents.

4.3 The Architect is responsible designing at a final construction cost not exceeding budget authorized and approved by the Town. Any design costs required to redesign and / or rebid the project to meet the approved budget shall be at the Architect's sole expense.

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

4.5 The Architect will assist with securing and local, state, federal, public utility grants or incentives.

4.6 The Architect will convene pre-construction meetings to review designs and coordinate with construction administration. Pre-Construction meetings are to be held at the Bethel Municipal Center or site location. These meeting may convene during evening hours.

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

4.8 The Architect is to provide site visits as required and as needed and keep the Commission informed of the progress and quality of work.

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

4.10 The Architect is to review and approve, or take other action, upon contractor submittals, and requests for information within five (5) working days.

4.11 The Architect shall prepare change orders and construction directives for Commission approval.

4.12 The Architect shall conduct reviews to determine, with the Commission's approval, the dates of substantial completion.

4.13 Upon completion of construction, the Architect shall perform final inspections and advise the Commission 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 Commission.

5 Proposal /Evaluation Criteria:

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

5.2 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 projects is highly advantageous

5.3 The Architect must list all Police facility projects undertaken in Connecticut within the past (5) five years. Similar police, or public safety, project shall be listed including a brief described of the projects, their forecasted budget and actual cost. To establish a minimum standard of experience, the Architectural Engineering firm must have actively participated in the planning, design and occupancy of at least (5) five Police facility Project.

5.4 This proposal must include client references for (5) five similar projects completed within the past (10) ten years. Include contact names, addresses, and phone numbers. Indicate the individuals on your staff who had direct responsibility for each project.

5.5 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 represent 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 to this project and cannot be removed without written authorization from the commission. The selected architectural firm will assign one qualified individual, who will be the firm's contact person responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of the project. The designated contact person must be indicated on your organizational chart.

5.6 The Architect must submit resumes for all key personnel assigned to this project.

5.7 The Architect must provide the names of all consulting firms, the proposed staff and their relevant experience.

5.8 The AIA B-101 Architect documents will be used for this contract.

5.9 The Architect must submit a proposed dated schedule of deliverables. The proposed schedule is to include the following minimum activities: a listing of required permits, selection of CM&R activities, commission required items (i.e. grants secured milestones, approve design phases and budget, approve FF&E...), duration of schematic design and

cost estimate, 100% design development and cost estimate, 100% construction documents and cost estimate, bid phase, award, notice to proceed date, both overall construction duration and location/phase construction duration. Please note, the Architect must include additional activities based on its prior experience in police facility work.

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

6 Insurance:

6.1 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 Bethel and the selected Construction Manager as the Additional Insured will be grounds for termination of the contract.

6.2 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.

6.3 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).

6.4 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.

6.5 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 - \$100,000 each accident
- Bodily Injury by Disease - \$500,000 policy limit
- Bodily Injury by Disease - \$100,000 each employee

6.6 Umbrella Liability Insurance

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

6.7 Professional Liability Insurance

The Architect shall provide Professional Liability 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 Bethel 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 Bethel and the selected Construction Manager as an additional insured.

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

6.9 The above insurance requirements shall also apply to all sub-consultants and/or subcontractors to the Architect and the Architect shall not allow any sub-consultants and/or subcontractors to commence work until the sub-consultants and/or subcontractors insurance has been so obtained and approved.

6.10 The above requirements and certificate are subject to final approval by the Town's Insurance agent as to form and substance and could require changes in the types of coverage and limits.

7. Indemnification:

7.1 The Architect shall indemnify and hold harmless the Town of Bethel 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. Cost Proposal:

8.1 A cost proposal addressing the elements of the work to be performed is to be included in your submission. This proposal shall be in sufficient detail, including but not limited to staff, number of hours, unit hourly rates, total labor cost, insurance, travel cost, consumables, copying, and miscellaneous reimbursable costs.

8.2 The Architect shall indicate any and all costs that are considered necessary for the completion of the project. The commission has already completed an A2/T2 land survey and a geotechnical engineering services. See attachment # 3 & 4. No work pertaining to

the discovery, handling, or abatement of hazardous materials shall be included with the Architect's scope of work.

8.3 The Architect is to base its fee on a two story, +/- 24,000 gross square feet police facility, +/- 2,000 s.f. firearms training range, related site development and an estimated construction budget of \$10,000,000.00, with construction duration is anticipated to be 16 to 24 months from the commissions notice to precede to final occupancy and acceptance of the project. The Cost Proposal shall be a fixed cost percentage of the budget format stating the value of all inclusive costs for all services required.

8.4 The Architect must submit its Cost Proposal in a sealed envelope that shall be clearly marked "**Bethel Police Station Architectural/Engineering Services Proposal**" Attn: **Purchasing Agent, Town of Bethel CT.**

8.5 Proposals must be signed by an officer of the Architectural Firm. Unsigned proposals will not be considered. Proposals are valid for 90 calendar days from the proposal due date.

9. Submission of Proposal:

9.1 One original and 6 copies including 1 electronic copy and 1 copy of the fee proposal must be submitted no later than March 8, 2016, 2:00 p.m. to:

Bethel Town Hall
1 School Street
Bethel CT 06801
Attn: Purchasing Agent Town of Bethel

10. Estimated Schedule of Events:

2/12/16 Issue RFP.

2/22/16 Written questions via e-mail only to: Mr. Frank Ventrella:
Ventrellaf@bethel-ct.gov

2/29/16 Questions answered. Via e-mail and posted only.

3/8/16 Receipt of Proposals at 2:00 PM Bethel Town Hall

Week of 3/21/16 Selection Committee to notify selected proposers for interviews.

Week of 3/28/16 Conduct interviews.

Week of 4/4/16 Selection completed, contract recommendation to the Board of Selectmen.

11. Additional Terms and Conditions:

11.1 THE TOWN OF BETHEL RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN OF BETHEL. The Town of Bethel may elect to meet with any, all or none of the Architects prior to selection to clarify their proposals. The Town of Bethel reserves the right to reject any or all of the proposals submitted. The Town of Bethel 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 Bethel Charter and or Codes. Any associated cost incurred in the preparation or submission of this proposal is at the sole expense of the proposer.

Attached Documents:

1. Bethel Police Station Building Space Needs Study dated 2004 revised 2014, 29 pages (Attachment #1)
2. Schematic Design Drawings (Attachment #2)
3. A2/T2 Land Survey (Attachment #3)
4. Geotechnical report (Attachment #4)

END