



**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS
REQUEST FOR ARCHITECTURAL SERVICES
TOWN OF TRUMBULL LIBRARY**

RFP: # 6238 DUE: MAY 18, 2017 AT 2:00PM

GENERAL INFORMATION

The Town of Trumbull (hereinafter referred to as Town) invites interested parties (hereinafter referred to as Consultant, Architect- Architect for Library Remodeling) to submit qualifications and samples of Hourly rates based on the requirements of the enclosed RFQ. The information contained herein outlines the intent and scope of this request; and the guidelines governing the submission and evaluation process.

Based on the 2016 Strategic Plan and Space Analysis (documents available at: <http://www.trumbullct-library.org/about-us>), the Trumbull Board of Trustees has identified the top concerns for the town's citizens in regards To the physical library building:

It is requested that proposals conform to this request as closely as possible. The Purchasing Agent may accept proposals, which take exception to any requirements in this RFQ. Any exceptions or alternative proposal shall be clearly delineated in a separate attachment to the proposal submitted.

A. PREPARATION OF QUALIFICATION AND EXPERIENCE

1. One (1) ORIGINAL and Three (3) EXACT COPIES of your proposal shall be submitted. All proposals should be submitted in a clear, concise and legible manner to permit proper evaluation. Sample fees hourly rates shall be provided – Exhibit A.
2. Proposers may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to meet the requirements (deliverables) of this request.

B. PROPOSAL SUBMISSION

1. Proposals are to be submitted in a sealed envelope and addressed as follows:
RFQ # 6238 Trumbull Library- Architectural Services
Attention: Kevin J Bova
Purchasing Agent
Town of Trumbull
5866 Main Street, Trumbull, CT 06611
2. Proposals must be signed by an authorized principal or agent and that the person signing the formal proposal must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations. Unsigned proposals shall not be considered.
3. A proposal may be withdrawn at any time prior to the above scheduled date. A proposal received after the above scheduled date and time shall not be considered or opened.

C. TOWN OPTIONS

The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

D. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

E. INQUIRIES

1. General questions concerning this request and submission requirements may be directed to **Mr. Kevin Bova Purchasing Agent, at (203) 452-5042** or kbova@trumbull-ct.gov. For Technical, questions please contact Stefan Lyhne Library Director 203-452-5219 or slyhne@trumbull-ct.gov. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing or by Fax as appropriate to all proposers.
2. Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request. The Town further reserves the right to request additional information at any time after proposals are opened.

F. AWARD AND AUTHORITY

The purchasing authority of the Town shall issue notification of award in writing along with a town standard Contract, then a Purchase order.

G. PRICING

All pricing quoted shall remain firm fixed for a period 180 days from date of proposal opening.

H. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a proposer, bidder, supplier, or contractor for work to be performed, or Goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town Procurement shall not be permitted without the express written consent of the Town of Trumbull

I. HOLD HARMLESS CLAUSE

Any contractor or subcontractor of the Town agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

J. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

K. INSURANCE

1. The selected firm is required to furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Bid and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Trumbull. Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

2. **LIABILITY INSURANCE.** The Consultant, upon the submission of a proposal shall deliver to the District proof of professional liability insurance in the sum of \$1,000,000 (one million dollars) issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request.

3. **INCURRING COST**

The Town will not be held responsible for any costs incurred by the firm for work performed in the preparation and production of the proposal or for any work performed prior to the issuance of a contract.

L. **ADDENDUMS**

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov .

M. **CONFLICT OF INTEREST**

Public officials shall be prohibited from receiving any town work procured Through a Public Bid or bid waived process so as to avoid any appearance of Impropriety or Conflict of interest; and; Public officials cannot circumvent the Intent of this Ordinance by receiving town work through a bid waiver, as Proscribed by the Trumbull Town Charter

N. **PROPRIETARY INFORMATION**

The Town will not disclose any portion of the proposals except to members of an Evaluation Team prior to contract award. The Town retains the right to disclose the name of the successful consultant, the financial considerations, and any other information in the proposal that is pertinent to the selection of the Consultant.

O. **AMBIGUITY IN THIS REQUEST FOR PROPOSAL**

Prior to submitting a response to this request, it is the responsibility of the Architect Consultant to bring to the attention of the Town & Planning and Zoning any ambiguity in this request. Not to do so shall result in the Consultant forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent Consultant.

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GENERAL REQUIREMENTS- SCOPE

Based on the 2016 Strategic Plan and Space Analysis (documents available at: <http://www.trumbullct-library.org/about-us>), the Trumbull Board of Trustees has identified the top concerns for the town's citizens in regards to the physical library building:

- Repurpose our 42-year-old main library so it better utilizes existing available space while balancing current collections with future needs
- Expand access to technology
- Provide additional small group-meeting and quiet study spaces

The Library Board is commissioning a redesign of the library that will provide the following improvements:

- 4 small, sound proof study rooms that will fit 3-6 people along with appropriate furniture
- 2 larger, sound proof study room that will fit 6-8 people along with appropriate furniture as well as locations for teleconferencing equipment (Microsoft Surface Hub)
- 1 6-8 person "tech" room that will provide one-on-one instruction experiences (i.e. Apple genius bar) as well as small group workshops
- 1 6-8 person room that will be used for local history and genealogy resources
- 1 office for 3 people, including necessary data lines and suitable furniture
(All of the above rooms must have suitable electric capabilities as well as maintain the appropriate temperature. Walls should be at least partially transparent. Designs should explore raised floors for modular set ups as well as potential mobility in order to have a flexible floor plan.)
- Lobby and entrance way - expanding exterior wall to become flush with the roof line. Remodeling with the goal of including a café and bookstore. Incorporate HVAC.
- New circulation and information desks
- Railing redesign for the mezzanine
- Improvements to the community room auxiliary entrance way into main collection area
- Redesign current reading area
- Redesign teen center

Recommended redesigns should be planned out in logical, sequential phases and include cost estimates for each phase. Architect will provide detailed schematic with floorplans for each phase.

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REFERENCES -QUALIFICATIONS

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **ALSO** please submit qualifications, experience, staffing and other information regarding their ability to design LIBRARY in the Town of Trumbull (attach **additional pages as necessary**)

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 5:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

EXHIBIT A

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**SAMPLE FEE SCHEDULE
 ARCHITECTURAL SERVICES**

Only complete rates that apply

<u>SURVEY</u>	<u>POSITIONS</u>	<u>HOURLY RATE</u>
	PROJECT MANAGER	_____
	LICENSED LAND SURVEYOR	_____
	TWO-MAN SURVEY CREW	_____
	THREE-MAN SURVEY CREW	_____

<u>DESIGN</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
	PRINCIPAL ARCHITECT	_____
	PRINCIPAL PROJECT MANAGER	_____
	PROJECT MANAGER	_____
	PROJECT ARCHITECT	_____
	PROJECT ENGINEERS	_____
	ASSISTANT ARCHITECTS	_____
	ASSISTANT ENGINEERS	_____
	TECHNICIAN	_____
	DRAFTSPERSON	_____
	CLERICAL	_____

<u>CONSTRUCTION</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
<u>ADMINISTRATION</u>	CONSTRUCTION MANAGER	_____
	ASSISTANT MANAGER	_____
	CHIEF INSPECTOR	_____
	INSPECTOR	_____
	DRAFTSPERSON	_____
	CLERICAL	_____

<u>CADD SERVICES*</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
	CADD ENGINEERS	_____
	CADD OPERATOR/TECHNICIAN	_____
	CADD MANAGER	_____

*CADD services such as plotting, file storage, disk exchange, system interfacing will be handled as direct reimbursable costs. State "Not Applicable" (N/A) where services are not needed.

List additional categories the proposer feels necessary for the Town to completely judge the proposed. (Use additional sheets as necessary)

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AFFIRMATIVE ACTION STATEMENT

REQUIREMENT: Any bidder or respondent to an RFQ seeking to do business with the Town of Trumbull must upon request supply the Town with any information concerning the Affirmative Action/Equal Employment Practices of the respondent/bidder. Failure to supply such information, when requested, will result in the termination of any further transactions between the respondent/bidder and the Town of Trumbull.

Note: All respondent/bidders with more than ten (10) employees shall be required to complete the Affirmative Action/Equal Opportunity Employment Requirements Statement on an annual basis, except as note below:

1. *All respondents or bidders with less than ten (10) employees are exempt from this requirement;*
2. All respondents/bidders that have completed this form within the last year;

If either of the above applies, please indicate the:

- a. _____ number of employees
- b. completed this form within one year
[] Yes [] No

Date completed: _____

FOR SEALED RFQS: All respondents to RFQs will be required to complete the Affirmative Action Statement. If the form has been completed in the past year, please include a copy of the initial form included with your bid. If significant changes have taken place in the past year, please update the changes on this form.

COMPANY ADDRESS: _____

BUSINESS: _____

Type of Organization:

(Please check) [] [] []

Corporation Partnership Individual

If respondent/bidder filing this application is not the above named company, please provide the name, address, telephone and fax numbers of the reporting unit, branch agent, and representative.

EQUAL EMPLOYMENT OPPORTUNITY:

The respondent/bidder is instructed to complete the following:

1. Does the company have a written policy statement regarding equal employment opportunity?
 Yes No
(If yes, attach a copy)
2. In recruiting employees are all sources of recruitment notified that all qualified applicants will receive equitable consideration?
 Yes No

If yes, provide brief description of what methods were employed:

3. Do all recruitment advertisements state that you are an Equal Opportunity Employer?
 Yes No

4. Please list by name and contact person, any local community agency or other group providing minority and female placement service, which you have contacted in the last twelve (12) months. If none, please state:

5. If additional means are employed to advertise or solicit minority and female applicants for employment opportunities within your company, please indicate:

6. Does your company maintain a written Affirmative Action Plan for the employment of females and minorities?

Yes No

(If yes, attach a copy)

7. Please indicate the name and address of the company official(s) responsible for carrying out the Equal Opportunity/Affirmative Action Program for your company:

8. If a written Affirmative Action for your company is not in place, please estimate the number of vacancies expected during the next twelve (12) months and indicate the numerical or percentage goals you have set for Employment of minority people and females to make your labor force reflective of the labor market in which you operate.

The vendor is hereby notified that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered to contract with the Town of Trumbull. The vendor is further advised the Affirmative Action Statement included with the bid document will become part of the contract and that any breach of such statements will constitute a breach of contract subject to such remedies as provided by law.

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that all entries above are true, complete and correct, to the best of my knowledge and belief.

Date Signature of Agent Title

Subscribed and sworn before me at _____,

County of _____, Connecticut,

This _____ day of _____, 20__.

Notary Public

My commission expires: _____
Date

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NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS
(To be submitted with RFQ)

The undersigned Respondent, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

1. the statement of qualifications has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other respondent designed to limit independent responses or competition, and
2. no Selectman or other employee or person whose salary is payable in whole or in part from the Town of Trumbull, nor any immediate family member thereof, is directly or indirectly interested in the Bid/RFQ/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Trumbull to consider the statement of qualifications submitted herein.

State of Connecticut S.S.

County of _____

Subscribed and sworn before me this _____ day of _____, 20_____.

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

Notary Public

My Commission Expires _____
Date

END OF RFQ

