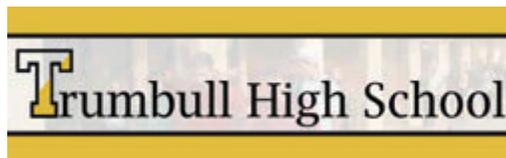




TOWN OF TRUMBULL
TRUMBULL, CONNECTICUT

BOARD OF EDUCATION



72 STROBEL ROAD
TRUMBULL, CT 06611

RFQ NUMBER: 5985 - REQUEST FOR QUALIFICATIONS & PROPOSAL

DESIGN AND PROJECT MANAGEMENT SERVICES
FOR THE
TRACK AND ALL-WEATHER FIELD RENOVATION
AT
THE TRUMBULL HIGH SCHOOL STADIUM FIELD

PROPOSAL DUE: May 16, 2013 by 3:00PM

SUBMIT TO: Town of Trumbull
5866 Main Street
Trumbull, CT 06611

ATTENTION: Robert Chimini
Purchasing Agent

NUMBER OF COPIES: Three (3)

PREPARED BY:
TOWN OF TRUMBULL
TRUMBULL, CT

TOWN OF TRUMBULL
BOARD OF EDUCATION
TRUMBULL HIGH SCHOOL
REQUEST FOR QUALIFICATIONS & PROPOSAL
DESIGN AND PROJECT MANAGEMENT SERVICES
TRACK AND ALL-WEATHER FIELD RENOVATON

RFQ NUMBER: 5985 – DUE: May 16, 2013

GENERAL INSTRUCTIONS

GENERAL

The Town of Trumbull (herein after referred to as Town) seeks to retain a qualified Engineering Firm (herein after referred to as firm, contractor, proposer, responder) to prepare plans, cost estimates, constructions specifications, bid documents, budgets for hard & soft costs, along with maintenance and cost control systems and to provide overall direction, coordination, and administration of the design and construction process for the design and construction of: Renovations to the Track and All-Weather Turf Field at the Trumbull High School Stadium Field.

PROJECT TIMEFRAME

The project goal is to enable the Town to immediately commence the construction bidding process upon completion of the engineered plans in order to have the track and all-weather turf field fully installed and available for use in August 2013.

A. PREPARATION OF PROPOSALS

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 and shall include the Proposal Form contained herein.
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 5985 – Design and Project Management Services
Trumbull High School Track and Field Renovation
Attention: Robert J. Chimini, Purchasing Agent
Trumbull Town Hall
Purchasing Department
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. All inquiries regarding this request shall be answered up to close of business on **May 14, 2013** after which time no additional questions will be accepted. Questions of a technical nature concerning this request may be directed to **Mr. Michael Herbst, Athletic Director, (203)452-4557** mherbst@trumbullps.org , all other inquiries shall be directed to **Mr. Robert Chimini, Purchasing Agent, (203) 452-5042** or rchimini@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. All site visits to the Trumbull High School location MUST BE arranged with the Athletic Director (contact information above) prior to any visit.
3. 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

1. The Town purchasing authority of the Town shall issue notification of award in writing.
2. The Town reserves the right to cancel any contract/agreement, at any time, with sixty (60) days prior written notice to the firm, should any of the following conditions exist:
 - Funds are not appropriated by the Town for continuance of this agreement.
 - The Town, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

G. PRICING

All pricing quoted shall remain firm fixed for a period of 90 (ninety) days from date of proposal opening. Special Consideration will be given to responses with extended firm price dates.

H. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with 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 labor regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

K. REFERENCES AND KEY PERSONNEL

Responders shall submit references as requested on attached forms contained herein.

L. ADDENDUMS

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this h Failure to submit a bid or proposal that does not address any changes or addendums may result in a disqualification of a bid submission ave been. All addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov .

**TOWN OF TRUMBULL
BOARD OF EDUCATION
TRUMBULL HIGH SCHOOL
REQUEST FOR QUALIFICATIONS & PROPOSAL
DESIGN AND PROJECT MANAGEMENT SERVICES
TRACK AND ALL-WEATHER FIELD RENOVATON**

RFQ NUMBER: 5985 – DUE: May 16, 2013

GENERAL REQUIREMENTS

SUBMITTAL REQUIREMENTS

PART A: QUALIFICATIONS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. Submittals should be formatted to correspond exactly to the following information requirements. Clear and concise responses are appreciated.

A. PROJECT TEAM

Identify the proposed project manager, and any other individuals with special expertise related to the needs of this project. Include resumes showing the breadth of their experience highlighting all experience relevant to this project. Present a brief discussion regarding how the individual's/team's qualifications and experience relate to the specific project.

Elements that will be considered by the panel when scoring your submittals:

- A.1 Qualifications and relevant experience of planning/preconstruction phase.
- A.2 Qualifications and relevant experience of construction phase.
- A.3 Unique knowledge of key team members related to the project.
- A.4 Experience on projects of the proposed individuals working together as a team.

B. ATHLETIC COMPLEX PROJECT TEAM

- B.1 Public developing sports complexes or event center.
- B.2 Experience with projects requiring major infrastructure improvements and utility upgrades.
- B.3 Experience with projects for public clients including the following issues:
 - Familiarity with governmental decision-making process.
 - Working with multiple user groups.
 - Familiarity and experience with NFSHSA Athletics.
- B.4 Experience with CM/GC project delivery method.
- B.5 To verify the information given above, include as references the name and current telephone number of the owner's project manager for every project listed.

C. PROJECT APPROACH

For the project and services outlined in the RFQ/RFP document, describe how you plan to accomplish the following project control and management issues:

- C.1 Decision making and communication with Oversight Committee
- C.2 Development of project goals
- C.3 Schedule control – total project from planning through closeout
- C.4 Budget
- C.5 Life cycle analysis and Long Term Maintenance Planning
- C.6 Design/constructability reviews
- C.7 Quality control
- C.8 Construction planning
- C.9 Project Management Control Systems
- C.10 Control

D. WORK LOCATION

Elements that will be considered by the panel when scoring your submittal:

D.1 Firm's familiarity with the project area and local design and construction Market

SELECTION PROCESS

The Town will evaluate all the responses that are properly delivered.

The selection process will involve two stages:

- 1) Screening of applicants: Written submittals will be reviewed, scored and ranked.
- 2) Selected Firms will be invited to respond to an oral interview.

The Town reserves the right to select the Firm which in the opinion of the Town presents the best value to the community in terms of experience, cost and ability to complete the tasks in a timely fashion. The selected Firm must be licensed to practice in the State of Connecticut.

PROFESSIONAL REQUIREMENTS

Selection preference will be given to the firms with the best and most recent experience in the following areas:

- Applicants and their team must have recent experience with track and all-weather turf field renovation projects.
- Experience in providing the planning, design, and phased construction of the National Federation of State High School Associations and Connecticut Association of Athletic Directors for athletic fields.
- Design/Construction Program Management/Owners Representative services on different athletic sports complex development projects of similar size and complexity.

ADDITIONAL EXPERIENCE

The following are additional requirements for consideration for this contract. It is strongly recommended that all applicants possess the following experience. Selection preference will be given to the Firms with the best and most recent experience.

- Firms must have adequate staff and expertise to begin work immediately upon selection and final contract negotiation.
- Experience working with and successfully meeting the needs of an executive, level management oversight committee.
- Experience in developing and maintaining master schedules.
- Experience in construction estimating and verification of total project costs.
- Proven experience with integrated project management control systems.

CONDITIONS OF THE PROPOSAL

All respondents shall accept the conditions of this RFQ/RFP, including, but not limited to, the following:

1. All submissions shall become the property of the Town and will not be returned.
2. Late submissions shall not be evaluated, nor shall the Town review submittals transmitted via facsimile or electronically.
3. Any restriction as to the use of proposal materials must be clearly indicated as proprietary. The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary proposals will not be honored. How the fee proposals are put together will be considered proprietary.
4. The Town reserves the right to reject any or all submissions on the basis of being non-responsive to this RFQ/RFP, or for failure to disclose requested information.
5. The Town shall not be liable for any costs incurred by respondents in the preparation and submission of proposals, interviews, nor in costs related to any element of the selection and contract negotiation process.
6. The Town reserves the right, without invalidating proposal content, to request clarification of respondent information.
7. Firms are specifically requested to refrain from contacting individuals who may be members of the short-list screening and/or oral interview evaluation committee.
8. Submissions shall remain valid for six (6) months to the Town from the date of submission or until a Contract is executed with the Town, whichever is sooner.

INSURANCE REQUIREMENTS

The selected Firm shall procure insurance coverage against claims which may arise from, or in connection with the performance of the work hereunder by the firm, his agents, representatives, employees or subcontractors. The insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. The cost of such insurance shall be paid by the firm.'

A. Minimum Scope and Limits of Insurance:

The insurance required shall be written for not less than the scope and limits of insurance specified in this section, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage is greater. It is agreed that the scope and limits of insurance coverage specified in this exhibit are minimum requirements and shall in no way limit or exclude the Town from additional limits and coverage provided under the firm's policies. Exceptions to the requirements are subject to the sole discretion of the

Town of Trumbull. The successful bidder shall provide coverage through carriers rated at least A-/VIII by A.M. Best and licensed to conduct business in Connecticut.

MINIMUM INSURANCE REQUIREMENTS

(Exception to the Town Insurance Requirements is subject to the sole discretion of the Town)

Commercial General Liability

Each Occurrence:	\$1,000,000
Personal/Advertising Injury Per Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Product/Completed Operations Aggregate:	\$2,000,000
Fire Damage Legal Liability:	\$ 100,000

Automobile Liability

Each Accident:	\$1,000,000
Hired/Non-Owned Auto Liability:	\$1,000,000

Excess (Umbrella) Liability

\$1,000,000 per occurrence/\$1,000,000 general aggregate, and covering over the commercial general liability, auto liability and employers liability coverage.

Workers Compensation/Employers Liability

Workers Compensation: Statutory Requirement set forth by State of Connecticut

Employers Liability

Each Accident:	\$100,000
Disease, Policy Limit:	\$500,000
Disease, Each employee:	\$100,000

Professional Liability (for consultants, engineers, etc. providing professional services)

Each Claim:	\$1,000,000
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A. Acceptability of Insurers:

Firm's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an A.M. Best's rating of at least A-/VIII, or otherwise deemed acceptable by Trumbull's Town Manager.

B. Subcontractors:

Firm shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

C. Waiver of Subrogation:

Selected Firm shall provide that all insurance policies include a waiver of subrogation clause that states that it is agreed that in no event shall the insurance company have any right of recovery against the Town. When the firm is self-insured, it is agreed that in no event shall the firm have any right of recovery against the Town.

D. Other Insurance Provisions:

The policies are to contain or be endorsed to contain the following provisions:

a. Liability Coverage (EXCEPT Professional Liability Insurance):

- i. The Town of Trumbull and its respective officers, employees, volunteers, boards and commissions are to be named as additional insured with respect to liability arising out of the activities performed by or on behalf of the firm; products and completed operations of the firm; premises owned, leased or used by the firm; or automobiles owned, leased, hired or borrowed by the firm. The coverage shall contain no special limitations on the scope of protection afforded to the Town.
- ii. The selected Firm's insurance coverage shall be primary insurance with respect to the Town. Any insurance or self-insurance maintained by the Town shall be in excess of the firm's insurance and shall not contribute with it.
- iii. Coverage shall state that the selected Firm's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

- iv. Verification of Coverage: Selected Firm shall furnish the Town with Certificates of Insurance effecting coverage required by this exhibit. The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The Certificates and endorsements are to be received and approved by the Town before work commences. Renewal of expiring Certificates shall be filed thirty (30) days prior to expiration. Also, please provide either a full copy of the in, force general liability policy with endorsements, or a list with copies of all endorsements and exclusions for that policy. The Town reserves the right to require complete, certified copies of all required policies, at any time.

**TOWN OF TRUMBULL
BOARD OF EDUCATION
TRUMBULL HIGH SCHOOL
REQUEST FOR QUALIFICATIONS & PROPOSAL
DESIGN AND PROJECT MANAGEMENT SERVICES
TRACK AND ALL-WEATHER FIELD RENOVATON**

RFQ NUMBER: 5985 – DUE: May 16, 2013

SCOPE OF SERVICES

The Town of Trumbull anticipates replacing the existing all-weather turf athletic field and its all-weather track at the Trumbull High School Stadium Field. The designer shall provide the Town and Building Committee with grades of all-weather turf and all-weather track surfaces weighing the different costs, life expectancies, warranties, maintenance and performance. Ultimately, the designer shall prepare a performance based design and specifications for the all-weather turf and the all-weather track surfacing.

PHASE I: INITIAL SITE EVALUATION AND CONSULTATION

1. Inspect site with Town's personnel and review project needs.
2. Work with Town's personnel in project scoping and scheduling.
3. Attend a meeting at the Town Offices to review the project and advise the Town Staff and Building Committee.
4. Develop conceptual scope and budget for construction, including review of all-weather turf surfaces and all-weather track surface alternatives.
5. Review the budget and options with the Town Staff and Building Committee.
6. Develop final conceptual project scope and costs.

PHASE II: CONSTRUCTION DOCUMENTS PREPARATION & BIDDING

1. Prepare the existing and proposed site plans, details and all other plan documents required to bid and construct the project.
2. Identify the proposed construction sequence, construction access plan, and site security plan.
3. Develop the technical specifications.
4. Prepare the Soil Erosion and Sediment Control Plans and narrative.
5. Review proposed plan with Town Staff and Building Committee.
6. Obtain building permit review. It is anticipated that the construction contractor will obtain the building permit. No wetlands or zoning permitting is anticipated.
7. Revise project budget as necessary.
8. Develop construction bid documents, including the Contractual Divisions such as General Conditions and Contractual Agreement between the Construction Contractor and the Town.
9. Assist with contractor procurement and bidding.
10. Monitor bidding period for accurate information to bidders (respond to RFI's and issue Addendums as necessary).
11. Attend and assist the Town and Building Committee at the Pre-Bid Meeting and the Public Bid Opening.
12. Review bids and submit a contractor recommendation letter to Town.

PHASE III: CONSTRUCTION MONITORING

1. Attend pre-construction conference with the Town Staff and Building Committee, selected Contractor and Subcontractor(s).
2. Monitor critical layout for proper compliance with specifications.
3. Monitor each phase of construction for proper compliance with plans and specifications.
4. Review and approve all shop drawings submitted by Contractor.
5. Coordinate all functions with Town Staff, Building Committee and Contractor.
6. Review, approve and submit Contractor Payment Requests.
7. Develop final punch list.
8. Conduct final walk through and acceptance with the Owner.
9. Secure all guarantees.
10. Coordinate, review and approve an as-built plan prepared by the Contractor.
11. Review contractor wage rates.
12. Prepare and coordinate all close-out paperwork with the Town and the Contractor.

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CONTRACTOR INFORMATION SUMMARY

Name of Company: _____

Type of Business: _____
(Limited Company, Limited Partnership, Sole Proprietorship, Etc)

Years In Business: _____ Number of Employees: _____

Qualifications of Personnel Proposed to Work on Town of Trumbull Contract:

Attach a listing that identifies the principals, staff and/or partners, who would be assigned by your firm to this project for its various stages

REFERENCES

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

Responders shall provide at least five (5) references for similar projects of similar size and scope (dollar value or specification) to the proposed scope of work contained in this bid. PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

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): _____

TOWN OF TRUMBULL
BOARD OF EDUCATION
TRUMBULL HIGH SCHOOL
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PROPOSAL

The Proposer, in compliance with this Request for Qualifications and Proposal, has examined the requirements, scope of services requested, and specifications contained herein and hereby proposes to provide this service in accordance with this RFQ within the time frames set forth herein and at prices agreed to.

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

PART B: FIXED FEE PROPOSALS

A fixed fee proposal for each phase of the project must be submitted with this RFQ/RFP. The total fixed fees proposed by the Firm will not be the sole determining factor for which the Firm is selected for this project. Part B: Fixed Fee Proposals must be submitted in a sealed envelope within the submission package. The sealed envelope shall be marked "Fixed Fee Proposals, Track and All-weather Field Renovations at Trumbull High School Stadium Field".

PHASE I: INITIAL SITE EVALUATION AND CONSULTATION

Fixed Fee: \$ _____

PHASE II: CONSTRUCTION DOCUMENTS PREPARATION & BIDDING

Fixed Fee: \$ _____

PHASE III: CONSTRUCTION MONITORING

Fixed Fee: \$ _____

TOTAL PROPOSED (all phases) _____
(written amount)

_____ Dollars

Company Name

By (Signature)

Address

Print Name

Company Name

Title

Date

Telephone/Fax