

TOWN OF
NEWTOWN, CT



**REQUEST FOR QUALIFICATIONS
FOR
FEASIBILITY STUDY
FOR THE
CONSTRUCTION OF A NEW
NEWTOWN POLICE HEADQUARTERS
FOR THE
TOWN OF NEWTOWN, CT**

Contact Information:

Chief James Viadero
Newtown Police Department
3 Main Street
Newtown, Connecticut

LEGAL NOTICE

Newtown, CT
Request for Proposals
Feasibility Study for the
Construction of a new Newtown Police Headquarters

The Town of Newtown, CT, by and through its Board of Selectmen, is requesting proposals for architectural services to provide an updated needs assessment, site assessments, preliminary design plans, and a detailed cost estimate for a new Police Headquarters Facility for the Newtown Police Department. Proposers must have, or be firms employing a person with, a current license and registration by the State of Connecticut as an architect or professional engineer, with a minimum of ten (10) years' experience in the design and construction of public safety buildings in Connecticut. The fee for services will be negotiated with firm chosen to be most qualified. The RFQ will be available after June 12, 2017 in the Board of Selectmen's Office, 3 Primrose Lane, or can be requested to be sent electronically by contacting the Selectmen's Office at 203-270-4201. There will be a pre-proposal conference on June 21, 2017, 10 A.M. at the Newtown Municipal Center, 3 Primrose Street, Newtown, CT 06470. Bidders are invited to submit a technical proposal in sealed envelope, clearly marked "Designer Services – Newtown Police Headquarters" no later than July 13, 2017, 5 P.M. in the Selectmen's Office, 3 Primrose Street. The contact person is Chief James M. Viadero, Newtown Police Department, 3 Main Street, Newtown, Connecticut. The Newtown Board of Selectmen is the awarding authority. The Town of Newtown reserves the right to reject any or all proposals and to only award a contract if it is in the best interest of the Town to do so. The Town of Newtown is an equal opportunity employer.

Town of Newtown
Request for Proposals (RFP)
for
Feasibility Study for the
Construction of a Newtown Police Headquarters

1. Introduction

The Town of Newtown, CT seeks proposals from qualified Connecticut Architectural and Engineering (“A/E”) firms for the purpose of providing an updated space needs assessment, site evaluation(s), schematic design plans, and a professional cost estimate for a new Police Headquarters Facility for the Newtown Police Department.

The RFP will be available starting June 12, 2017, 9 A.M. and will be available electronically for no charge or in hard copy by contacting the Selectmen’s Office at 203-270-4201 for an electronic copy. There will be a pre-proposal conference and site visit to the existing Police, Headquarters, 3 Main Street, Newtown, CT on June 21, 2017, 10 A.M. It is likely that important information will develop during this meeting therefore all prospective respondents are encouraged to attend.

Only information that directly affects the RFQ responses will be sent to all firms in the form of an addendum. Bidders are invited to submit a non-price (technical) proposal in sealed envelope, clearly marked “Designer Services-Newtown Police Headquarters”. There must be (4) copies addressed to: Robert Tait, **(Chief Financial Officer)**, 3 Primrose Street, Newtown, Connecticut and returned no later than July 13, 2017, 5 P.M.

The contract between the Town of Newtown and the Designer may be amended upon satisfactory completion of this study and with a majority vote of support from the Board of Selectmen, to include continued designer services through design development phase, construction document phase, bidding phase, and/or construction administration phase of the potential project. If approved, the designer will be working with the Police Facility Building Committee as well as the Newtown Public Building and Site Committee to prepare plans and specifications for a design build/design-bid, as well as contract documents, contract administration and other related designer services.

The total budget for the construction of the new Police Headquarters is to be determined through this Feasibility Study. The fee for the Feasibility Study, preliminary design plans, and professional cost estimate for a new Police Headquarters will be negotiated with the selected firm.

2. Town and Project Background

The Town of Newtown has recently approved through the referendum process funds for the design and engineering of a new police facility. The location and final cost of the facility will be determined after the initial design proposal is completed.

3. Scope of Services

The Town of Newtown is seeking proposals from qualified Connecticut registered architectural consulting firms/individuals to conduct a Feasibility Study and prepare a preliminary design and cost estimate for the construction of a New Police Headquarters on town-owned land.

The Town is seeking design services to conduct a Feasibility Study which will include the development and evaluation of potential alternative sites and continue through the Schematic Design Phase for a one (1) site. A professional cost estimate shall be prepared per meeting discussions to identify the anticipated costs of construction and sitework based upon the selected schematic design solution. Subject to the approval of all requested services, and the majority vote by the Board of Selectman, the contract between the Town and the Designer may be amended to include continued designer services through design development phase, construction document phase, bidding phase, award of construction contract(s), construction administration phase, and final closeout and warranty period of the potential Project.

The general scope shall include, but not be limited to, the following tasks;

Task #1: Space Needs Assessment Review and Update: New Police Headquarters

DESCRIPTION:

In consultation with the Newtown Police Department, and others who may be determined by the Town, update a previously prepared Space and Site Needs Assessment to reflect the current and future space needs of the Newtown Police Department. Anticipated needs should accommodate a minimum 20-year assessment of future space and site needs.

DELIVERABLES:

A written report summarizing the space needs and site needs of the Newtown Police Department. Written Report should include anticipated square footage of the proposed facility; growth potential for population, calls for service, staffing, and vehicles; and comparison to existing space.

Task #2: Site Evaluation(s)

DESCRIPTION:

Provide a preliminary assessment and evaluation of up to three (3) existing town-owned parcels to determine the suitability of the sites for construction of a new Police Headquarters Facility meeting the determined space and site needs. Designer shall consult Town staff and make a maximum use of available existing engineering and other data for the site prior to the assessment.

Site analysis may include, to the extent possible, site topographical study, soil borings, hazardous materials investigation, stormwater drainage, location of utilities (sewer, water, power, gas, other), and evaluation of vehicular access. The Town of Newtown may separately fund site exploratory services if recommended by the Designer and upon approval of the Town of Newtown.

DELIVERABLES:

Provide a report confirming the adequacy of up to three (3) town-owned parcels to suit the needs of a new Police Headquarters facility.

Task #3: Schematic Design

DESCRIPTION:

Develop schematic design drawings, to scale, focusing on site plan, building plans, and proposed exterior design decisions fitted to the preferred site as determined by the Town. Schematic Design documents should fully incorporate the stated needs as outlined within the Space Needs Assessment. .

DELIVERABLES:

Schematic design documents, to scale, including Site Plan, Floor Plans, Exterior Elevations, and Exterior Rendering for a New Police Headquarters facility.

Task #4: Professional Cost Estimate and Schedule

DESCRIPTION:

Provide a Professional Cost Estimate that includes all anticipated hard costs related to the

construction and sitework of the proposed building project, exclusive of any demolition or abatement of a proposed site. Provide a total project budget incorporating anticipated soft costs and contingencies as recommended by the Designer.

DELIVERABLES:

Provide a professional cost estimate summarizing the costs of all estimated hard costs, soft costs, and contingencies. Provide a project schedule to include anticipated time for implementing all phases of design services, bidding, and construction.

Task #5: Completion of Feasibility Study

DESCRIPTION:

Complete the above four (4) tasks and provide ten (10) hard copies and one (1) electronic copy of a bound written report based on the described scope of services as outlined above. The Town of Newtown shall own all rights to any reports, plans, or promotional materials produced under this Scope of Services.

4. Project Schedule and Meetings

It is the goal of the Town of Newtown to have a new Police Headquarters Facility built in the near future. The committee seeks to complete the Feasibility Study by the beginning of September so that design services may continue into the Fall / Winter 2017-2018.

5. Fee

The designer's fee for each deliverable (Tasks#1-5) will be negotiated between the Town of Newtown and the firm deemed to be most qualified and provides the most advantageous proposal to the Town. The proposal shall also include the name, title and/or position, role, and current resume for each individual who will contribute to the project. The Newtown Public Building and Site Committee and Newtown Police Facility Committee will make its recommendation to the Board of Selectmen for their final approval.

6. Proposal Requirements

All interested Design firms MUST submit (4) hard copies of their proposals as well one (1) electronic copy on a "CD" or a "thumb drive".

Each applicant must provide the following information:

A cover page, identifying the name of the project as “Feasibility Study for a New Police Headquarters”. Include the name of the firm, official address, contact person, telephone number and email address.

A Cover letter which must be signed by the individual with authority to bind the proposal team to contractual commitments.

If the proposal Team involves more than one firm, the Proposal must also identify all sub consultants or subcontractors in addition to the principal firm, with full contact information for each participating entity or individual.

An outline of the experience of the firm with regard to similar projects considered relevant, including a summary of change order costs to overall project costs in such identified projects.

Provide a proposed scope of work and services for the Project.

A staffing plan with resumes that identifies the principal in charge, the project manager, and key personnel who will work on the design and site evaluation as well as an organizational chart of the team.

A description of the firm’s history, size, experience and capabilities available to complete the scope of work. The qualifications section of the proposal must include:

- a. A description of the firm, its practice, specializations, staffing and current staff capacity and experience working for local government clients in the State of Connecticut;
- b. A Description of the team’s experience with municipal public safety projects. The description of experience must include a list of all public safety building projects within the past ten (10) years in which the development team included any member of the team proposed for this project;
- c. Resumes and evidence of appropriate and current Connecticut licenses or registrations (where applicable) for all individuals who will be assigned to work on this study;
- d. A list of the firm’s current contractual commitments.

Submit at least three (3) separate written professional references with persons who are familiar with the work of the firm’s staff that will be assigned to this project; at least one (1) reference shall be police facility reference in the State of Connecticut within the last five (5) years. References shall include full contact information for each reference (name, title, mailing address, telephone number and email address, the name of the project(s), and the date(s) of service). References must be available to be contacted by person, phone and/or correspondence as to the firm’s past performance.

Certificate of Insurance identifying limits of coverage for professional liability, general liability, auto, worker’s compensation, and umbrella policies in place at the time of submission of proposals.

7. Evaluation Criteria

All proposals will be evaluated based on a minimum and comparative criterion. The Town will award a contract for this project to the firm, or individual, who submits the most advantageous proposal based on consideration of specified evaluation and selection criteria. The Town will then evaluate the proposals using the comparative evaluation criteria. The Town may at its own discretion schedule interviews and score them.

Proposals

Connecticut municipal and police facility experience:

1. Firm must have a minimum of ten (10) years' experience in the design and renovation of public safety buildings in Connecticut. In documenting this qualification, the applicant should describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project and identify the role that is anticipated each will play in the project.
2. Firm must demonstrate knowledge of, and experience in, legal and administrative requirements, procedures, and practices related to the design, funding, and construction of Connecticut public building projects including the State Building Code, regulations of the Connecticut public bidding and procurement law.
3. Firm must have experience with projects funded under local, state and federal programs.
4. Firms must possess all necessary and current licenses and registrations, either within the firm or through independent consultants, to qualify under Connecticut law to perform the function of the designer of the project, including Connecticut registered architect on staff.
5. Firm must provide detailed description of at least three (3) recent similar projects on which the designer has performed similar services, identifying owners of those projects as well as the personnel who worked on them and state whether those individuals will be assigned to the project.
6. Firm must provide three (3) written professional references for similar projects, including names, addresses, projects you worked on, their costs, funding sources, and phone numbers
7. Firm must not be debarred or disqualified. This RFQ has been structured to comply with all applicable Connecticut Laws and all respondents to the RFQ must ensure that the submittal is received by the date and time specified herein or automatically be disqualified.

The technical proposals will be evaluated by the Newtown Public Building and Site Committee. This committee will be using a formula of:

- a) Highly advantageous
- b) Advantageous
- c) Not advantageous

d) Unacceptable

The ratings will take into consideration the consultant's experience, references and plan of services as well as compliance with the "Proposal Requirements" section of this RFQ.

8. Interviews and Awards:

The Town may make an award based upon review of the proposals as submitted. However, if interviews are required, firms may be invited to make a presentation before the Evaluation Committee.

The Town reserves the right to determine the firm it feels will perform the services in a manner that is in the best interests of the Town for this project. The Town will award the contract to the proposer offering the most advantageous proposal from a responsible and responsive proposer, taking into consideration all evaluation criteria set forth in the RFP.

A responder may correct, modify or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal submittal.

The Town may cancel this RFQ or reject in whole or in part any and all responses, if the Town determine that cancellation or rejection serves the best interests of the Town.

The Town reserves the right to reject any proposals or all proposals or any parts thereof or to solicit new proposals and to award contracts as it deems in the best interest of the Town and to waive any informalities in the response process if it is in the best interest of the towns.

9. Submission Instructions:

A. Non-Price Proposals

Bidders must submit a non-price (technical) proposal in sealed envelope, clearly marked "Designer Services-Newtown Police Headquarters". There must be (4) copies in each envelope addressed to: **Robert Tait (Chief Financial Officer)**, 3 Primrose Street, Newtown, Connecticut, and returned no later than July 13, 2017, 5 P.M. No proposals will be accepted after the time and date noted. The Town Offices are open Monday through Thursday between 8:30 a.m. and 4:30 p.m. If, at the time of the scheduled opening, Town Offices are closed due to uncontrolled events, the opening will be postponed until 4:30 p.m. on the next normal business day. Proposals will be accepted until that date and time.

The Town reserves the right to accept any proposal in whole or in part, and to reject any and all proposals if it shall be deemed in the best interest of the Town to do so.

Proposals must be signed as follows: (1) if the applicant is an individual or limited liability company (LLC), by her/him personally; (2) if the applicant is a partnership, by the name of the partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the applicant is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

B. Questions, Addendum or Proposal Modifications

Questions regarding this RFQ must be submitted in writing to: Chief James Viadero, 3 Main Street, Newtown, Connecticut or through email at James.Viadero@newtown-ct.gov. All inquiries received five (5) or more days prior to the opening will be considered. Questions may be delivered, mailed, E-mailed, or faxed. Written responses will be emailed to all proposers on record as having picked up an RFP.

If any changes are made to this RFQ, an addendum will be issued. Addenda will be mailed or E-mailed to all proposers on record as having picked up an RFP.

All proposals submitted in response to this RFQ shall remain firm for thirty (30) days following the receipt of proposals. It is the desire of the Town of Newtown to award a contract within thirty (30) days after receipt of proposals. The time for award may be extended up to forty-five (45) additional days by mutual agreement between the Town and the highest ranked responsive and responsible applicant.

An applicant may correct, modify or withdraw a proposal by written notice received by the Town to the time and date set for the opening. Proposal modifications must be submitted in a sealed envelope clearly labeled “**Modification No. _____**”. Each modification must be numbered in sequence, and must reference the original RFP.

After opening, an applicant may not change any provision of the proposal in any manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived or the applicant will be allowed to correct them.

END OF REQUEST FOR QUALIFICATIONS