



REQUEST FOR PROPOSALS

for

ARCHITECTURAL SERVICES FOR RENOVATIONS

for the

ACTON PUBLIC LIBRARY

OLD SAYBROOK, CONNECTICUT

PROPOSALS DUE BY: February 23, 2023

AMANDA BROUWER, LIBRARY DIRECTOR

ACTON LIBRARY BUILDING COMMITTEE

TOWN OF OLD SAYBROOK

# REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

## ACTON PUBLIC LIBRARY

### A. GENERAL INFORMATION

1.1 Issuing Office: This Request for Qualifications & Proposals (RFQ/RFP) is issued by the Town of Old Saybrook, Connecticut, First Selectman's Office.

1.2 Purpose: The purpose of the RFQ/RFP is to provide prospective firms with essential information to enable them to prepare and submit qualifications and proposals to provide architectural services to the Town of Old Saybrook. The Acton Public Library serves a population of 10,500 and is currently housed in a building constructed in 1967 and renovated and expanded in 2002. It is located at 60 Old Boston Post Road, Old Saybrook, CT. The Town intends to modernize and revitalize existing assignable spaces within the constraints of the site.

1.3 Qualifications & Proposals: All documents received by the Town in response to this RFQ/RFP will be retained. Submissions must: A. Constitute a complete response to this RFQ/RFP. B. Include an original and six (6) copies of each: qualifications, proposal and fee. C. Qualifications, Proposal and Fee must be received by: Town of Old Saybrook, Carl P. Fortuna, Jr., First Selectman, 302 Main Street, Old Saybrook, CT 06475 no later than 2:00 PM on February 23<sup>rd</sup>, 2023. Envelopes must be clearly marked "Qualifications for Architectural Services- Acton Public Library", "Proposal for Architectural Services- Acton Public Library" and "Fee for Architectural Services- Acton Public Library". Firms mailing submissions should allow for normal delivery time to ensure timely receipt of their documents. Qualifications, proposals and fee may not be submitted by email. D. Qualifications and Proposals must be signed by an official authorized to bind the firm to its provisions. E. Qualifications and Proposals must include a statement that the proposal remains valid for a period of at least ninety (90) days from the date of its submission. Proposals shall remain valid for twelve (12) months.

1.4 Rejection of Qualifications and/or Proposals: The Town reserves the right to reject any and all qualifications and/or proposals received as a result of this RFQ/RFP.

1.5 Communications Concerning RFQ/RFP: All questions relevant to the development of a proposal are to be directed to: Carl P. Fortuna, Jr., First Selectman, 302 Main Street, Old Saybrook, CT 06475: 860-395-3123: carl.fortuna@oldsaybrookct.gov. Any questions determined to be of interest to all prospective bidders will be answered in writing and provided to all bidders by email. No bidder may contact any other employee or elected or appointed

official of the Town of Old Saybrook with respect to the RFQ/RFP or the submission of a bid. The Town will ask the successful bidder to assist with a Connecticut State Library construction grant submission. Included in the Appendix of these specifications is the following information: USDA Feasibility Study 2) Schematic Design Requirements

#### 1.6 Additional Information:

- A. Revisions or addenda to the RFQ/RFP: In the event it becomes necessary to revise or supplement any part of the RFQ/RFP, the revision or supplement will be provided to all prospective firms by email.
- B. Experience: Firms with experience in architectural services for libraries and with the Connecticut Library State Construction Grant are encouraged to apply.
- C. Incurring Costs: The Town will not be liable for any costs incurred by a firm in the preparation or submission of qualifications or proposals.
- D. Civil Rights Compliance: Where applicable, firms must comply with the Civil Rights Act of 1964, the Equal Employment Act, and the Connecticut Fair Employment Practices Act.
- E. News Releases: News releases pertaining to this RFQ/RFP or the services, study or project to which it relates will not be made without prior approval, and then only in coordination with the Town.
- F. Acceptance of Proposal Content: The contents of the successful proposal may, at the Town's option, become part of the contract entered into by the successful firm and the Town.

## B. CONTENT OF QUALIFICATIONS

### 2.1 General Requirements

- A. Statement as to the firm's particular abilities and qualifications related to this project, as well as the number of years the firm has been in business, the geographical area of operations and professional affiliations.
- B. List of municipalities in Connecticut and other states for which the firm has provided similar services in the last three years with the name and contact information for each of these municipalities
- C. Resumes of key personnel who would be assigned to this project, and a list of standard office hourly rates. Please also indicate the principals in the organization and the size and composition of the organization.
- D. Additional information or documentation that may be useful and applicable to this project.
- E. Provide the names of all sub-consulting firms, the proposed staff and their relevant experience. Indicate amount of experience with said sub-consultants.
- F. Information concerning any suits filed, judgments entered or claims made against the firm during the last five years with respect to architectural services provided by the firm or any declaration of default or termination for cause against the firm with respect to such services. In addition, state whether during the past five years the firm has been suspended from bidding or entering into any government contract.

## C. CONTENT OF PROPOSALS

### 3.1 Scope of Services

A. Description of Property: The Acton Public Library serves a population of 10,500 and is currently housed in a 21,415 square foot building constructed in 1967 located at 60 Old Boston Post Road.

B. Summary of Project: The proposal must address two phases, both requiring funding and possibly formal approval by the Town and, where appropriate, the State of Connecticut before proceeding to the next phase. The Town will evaluate each proposal as to whether it best meets the Town's interests and needs. The Acton Public Library renovation project aims to modernize the library space and bring the library facilities into line with the current and future needs of the community. The current facility was completed in 2002 and does not allow for current technological needs or the changing patterns of use of public libraries. The renovations should also consider improved workflows for the library staff and more efficient use of staff and public workspaces. The following design concepts should be focused on;

- a. Teen Space
- b. Children's Office and work area within the Children's Room
- c. Reduced Circulation Desk
- d. Reconfigured staff spaces to be on the main floor
- e. Comfortable and mobile seating and gathering spaces
- f. Smaller Meeting Rooms
- g. Expanded outdoor programming area and patio
- h. Revised arrangement of library collections and services for childrens, teens, and adults including computers, seating areas, group study and meeting areas

#### Phase I:

##### (a) Architectural Programming and Pre-design

- Programing shall consider and refine the Feasibility Study which is attached hereto.
- The architect shall analyze detailed information about the existing site utilities, physical feature, location, traffic patterns and the like. Plans relevant to the original construction and renovation can be supplied

##### (b) Schematic design and cost estimate:

- The firm shall prepare preliminary plans and schematic drawings including at a minimum, sketches showing the proposed internal configuration of the building modernization and allocation of space by function and placement of furniture and equipment completion.
- The Architect shall conduct a survey of the existing facilities, user group meetings and collect and implement information obtained from these meetings into the design.
- The Architect shall provide at least two renderings of the library modernization. The renderings shall be mounted on illustration board and be of such quality to be

displayed during public meetings. The renderings shall cover a floor plan and interior perspective view.

- The architect shall provide a separate cost associated with providing a scale model of the library on the site.
- The Architect shall conduct regular progress meetings, at least once a month, to review these plans with the Town of Old Saybrook and appropriate Town agencies as required. (Library Building Committee, Board of Selectmen, Board of Finance).
- At the close of the schematic design phase the architect shall provide a project cost estimate. That cost estimate shall include all expenses required to be paid by the Town to complete the project including a complete systems or CSI estimate for construction. The estimate for Hard Construction Costs shall be performed by an independent cost estimating firm, construction management firm or similar entity.

## 2. Phase II:

(a) Design Development (b) Construction Documents (c) Bidding and negotiation (d) Construction phase (e) Post construction services

## 3.2 Other Requirements

Proposals should also include the following:

- A. Prior to contract, the winning firm will be required to show evidence of insurance coverage of a kind and in an amount satisfactory to the Town.
- B. List of all services not specifically included within your proposal for services.
- C. Preliminary schedule for all phases of the planning, design, and construction documents for the proposed library.
- D. Time to completion of Services. Firms should anticipate having a Notice to Proceed by March 23, 2023.

## D. SELECTION PROCESS

### 4.1 Review Process

All qualification packages will be reviewed by the Selection Committee consisting of not less than three (3) people appointed by the First Selectman. The Town reserves the right to waive non-material deficiencies in any qualifications statement or proposal. Qualifications packages will be opened and evaluated based on what is deemed to be in the best interests of the Town, including such factors as the respondent's experience in public library design, clarity and creativity of the submission, references or recommendations of entities for which the bidder has previously provided services, the persons to be assigned to the project by the bidder, etc. A short list of finalists will be developed from the qualification statements and proposals from the short-listed firms will be opened and reviewed. The most responsible, responsive and qualified bidder will be selected. The Selection Committee expects to recommend an architectural firm to the First Selectman for approval within 30 days of the RFQ/RFP deadline. The architect/firm to be assigned to this project will be required to be present at this meeting. The Town expects to complete selection process and begin work by end of March 23, 2023. If necessary the Town may extend that review period. Selection as the firm with the preferred proposal does not provide

any contract rights to that firm. Any such rights shall accrue only when the Town and the firm execute a binding contract. The Town reserves the right to negotiate with the successful firm in any manner necessary to best serve the interests of the Town. If the Town fails to reach an agreement with the successful bidder, the Town may commence negotiations with an alternative bidder or reject all bids and reinstitute the RFQ/RFP process.

#### 4.2 Evaluation Criteria

A. Technical Approach - The following items will be considered:

1. The Architect shall exhibit an understanding of public library design, existing conditions, systems, operations, schedules, and public library grants.
2. Qualifications of the design professionals.
3. The number of past projects completed by the Architect that are similar to this one in scope or complexity.
4. The quality and performance of Architect's past projects. This shall be evaluated by the Committee during walk-throughs of several of the Architect's completed buildings and interviews with former clients. Please include a list of recent projects.

#### B. Project Management

1. There shall be a clear assignment of responsibilities for various project tasks to specific individuals. All individuals with major responsibility for the project's design, bidding, specification, and follow-through should be identified.
2. The Architect shall have a demonstrated ability to observe construction and handle field changes and other contingencies that may arise during construction.
3. The Architect shall be able to demonstrate experience providing effective management, design, and monitoring services on past projects
4. The Architect shall demonstrate an ability to complete projects within budget and according to schedule.
5. The Architect's responsiveness to the specific user goals identified in the RFQ/RFP.
6. The quality of communication skills and the effectiveness of the project manager and on-site construction representative from your firm.
7. The ability to coordinate project construction with contractors, equipment suppliers, and library personnel.

Exhibit 1 -Feasibility Study

Exhibit 2 – Strategic Plan

Text: Printed material shall be 8.5 x 11. General text within the document shall be no smaller than a 12-point font;

Fold-out pages shall be 11" x 17";

Text will be bound in a manner acceptable to the Town;

Text will be provided with printed or colored covers.

#### Drawings:

All drawings shall be 24" x 36" size, unless approved by the Town;

Drawings shall be no smaller than 40 scale for engineering documents and 1/8" scale for architectural documents, unless approved by the Town;

Each sheet of drawings shall be numbered as a part of a set;

One set of reproducible Mylar record drawings and five sets of prints shall be provided;

One copy of the final report, in MS Office format, and one set of final drawings in

AutoCAD format, compatible with the Town's system, must be provided on a USB drive unless otherwise directed.

### INSURANCE REQUIREMENTS

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of this Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the Town of Old Saybrook and its employees and agents as an additional Insured on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance. Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town.

Minimum Limits and requirements are stated below:

#### 1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town and its employees and agents.

#### 2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage  
Each Occurrence \$1,000,000. Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town and its employees and agents.

#### 3) Automobile Insurance:

- Including all owned, hired, borrowed and non-leased vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage:  
Per Accident \$1,000,000. A Waiver of Subrogation shall be provided in favor of the

Town and its employees and agents.

- 4) Errors and Omissions Liability or Professional Services Liability Policy:
  - Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.
- 5) The respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.
- 6) The respondent shall provide a Certificate of Insurance as evidence of General Liability:
  - Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage. The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The respondent shall provide the Town copies of any such insurance policies upon request.

#### Projected Timeline

RFP/RFQ Posted	January 17, 2023
Site Walkthrough	February 1, 2023 at 11:00am
Questions by Bidders Must be Submitted	February 9, 2023
Email/Post Addenda to RFP/RFQ	February 16, 2023
Final Bid Due	February 23, 2023
Review Bids of RFP/RFQ and Selection of Short Lists	March 10, 2023
Notice to Proceed	March 23, 2023