TOWN OF WATERTOWN

REQUEST FOR PROPOSAL

ARCHITECTURAL DESIGN SERVICES

The Town of Watertown requests proposals for architectural design services and construction estimates for roof replacement and for increasing the height of the front door openings for Fire Department Company #2, 532 Buckingham Street, Oakville, CT. Only proposals from experienced and reputable firms will be considered. Request for Proposal documents are available at the Town Hall Annex, 424 Main Street, Watertown, Connecticut 06795, Telephone (860) 945-5260, Monday through Friday, 9:00 am. to 5:00 p.m. or available for download from our website www.watertownct.org. Sealed proposals must be submitted no later than 4:00 p.m. Monday, January 27, 2014. The Town of Watertown reserves the right to award in part, to reject any and all proposals in whole or in part, or to waive technical defects, irregularities and omissions, if in its judgment the best interests of the Town will be served.

All firms submitting proposals are required to attend a mandatory pre-bid meeting for the purpose of viewing the proposed scope of services required, and obtaining information relating to the proposed project. The meeting is scheduled for 6:30 pm, Wednesday, January 15, 2014 at Fire Company 2, 532 Buckingham Street, Oakville, CT. No additional viewing appointments will be scheduled.

Jason Warner
Purchasing Agent
Town Hall Annex
424 Main Street
Watertown, CT 06795
TOWN OF WATERTOWN

REQUEST FOR PROPOSAL

ARCHITECTURAL DESIGN SERVICES

I. GENERAL INFORMATION

A. Proposal Format

1. All responses to this RFP must conform to these instructions. Failure to conform may be considered appropriate cause for rejection of responses.

2. Delivery of Responses - RFP responses must be in sealed envelopes upon which a clear indication has been made of the RFP reference title, as well as the date and time the proposal is due. Names and addresses of respondents must appear on the envelopes.

3. Structure of Responses – Respondents must structure responses as outlined in this Request for Proposals. Proposals will be submitted on Respondent’s stationery, clearly describing the proposed design work and prices.

4. Inclusion of Taxes in Prices - The Town of Watertown is exempt from payment of excise, transportation, and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in prices.

B. Mandatory Pre-Bid

All firms submitting proposals are required to attend a mandatory pre-bid meeting for the purpose of viewing the proposed scope of services required, and obtaining information relating to the proposed project. The meeting is scheduled for 6:30 pm, Wednesday, January 15, 2014 at Fire Company 2, 532 Buckingham Street, Oakville, CT. No additional viewing appointments will be scheduled.

C. Proposal Contents

Proposals must put forth full, accurate and complete but concise information as required by this request. The proposal should:

1. Describe how each element of the work described in this RFP will be dealt with.

2. Describe the work currently under contract and respondent’s ability to meet time schedules proposed.
3. Describe how project will be scheduled.

4. Describe respondent’s expertise and prior relevant experience in the nature of work requested.

5. List of projects the firm has in process, giving he name and type of project, name, address and phone number of the owner, name of owner’s representative, starting date and scheduled completion date.

6. List the firm’s experience as architect for three (3) similar projects within the last five years. Give name and location of projects, owner’s name and name and phone number of owner’s representative, actual cost of projects, date started and date actually completed.

7. Your understanding of the project and the benefits your firm would bring to the project.

8. Provide the resumes for the in-house personnel and key consultants who will be assigned to this project. Please include individual’s position in the firm, education and a sample of similar projects.

9. Identify proposed consultants, including the identity and role of each key member of consulting firm who will be assigned to this project.

10. Explain your proposed project approach and how you will implement your design management strategy to achieve the Town’s goals.

11. Depending on the geographical location of your firm’s offices, explain how you intend to provide the appropriate level of services required for this project.

12. A list of adjudicated and open litigation against your firm for the past five (5) years.

D. **Acceptance Period**
   In submitting the proposal, respondent agrees that the proposal will remain valid for a period of ninety (90) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement.

E. **Project Oversight/Coordination**
   The Town of Watertown will be responsible for overall project supervision and coordination of all technical aspects of the project.
F. **Statement of Purpose**
The purpose of the proposal is to select a respondent to provide design concepts with budgetary figures, which will accurately reflect a responsible project cost. The project identified herein is not presently funded. Based on the lack of funding the Town of Watertown will not commit to any cost beyond the agreed costs as stipulated in this proposal. It is, however, anticipated that the architectural firm selected will be contracted for design and inspection services once funding is approved at public referendum at an undetermined future date. As such, Respondents are asked as a part of their response to provide proposals for Phase I – Conceptual Design and Associated Budgetary Costs, and Phase II – Architectural Design and Inspection Services. Phase I is currently funded not to exceed $10,000.

G. **Scope of Services.**
The scope service is to include but is not limited to the following:

**Phase I – Conceptual Design and Related Budgetary Costs:**
- Architectural renderings
- Hard copy & power point - project cost estimates
- Project time line

**Phase II – Complete Architectural Drawings and Specifications:**
- The successful architect will be expected to cooperate with and take direction from the Watertown Public Buildings Committee with regard to budget and schedule, constructability, value management and other matters such as the Watertown Public Buildings Committee may delegate.

**Additional Services:**
- Evening attendance at various board and commission meetings
- Design development meetings with Town Boards & Commissions
- Inspection Services

H. **Time Period**
For purposes of this project, work must start within ten (10) days of written authorization from the Town and completed within ninety (90) days.

I. **Periodic Briefings**
The successful respondent will present periodic briefings on the progress of the project to the Town of Watertown at such times as the Town shall determine necessary.
J. **Deadline for Proposals**
Three (3) copies of the proposal must be submitted to the Purchasing Agent, Town Hall Annex, 424 Main Street, Watertown, Connecticut 06795 (860) 945-5260. Sealed proposals must be submitted no later than **4:00 p.m. Monday, January 27, 2014.**

K. **Addenda to the RFP**
In the event it becomes necessary to revise any part of this Request for Proposals, addenda will be provided to all prospective firms submitting proposals.

At the time of the opening of proposals each respondent will be presumed to have inspected the work and to have read and to be thoroughly familiar with the scope of services required (including all addenda). The failure or omission of any respondent to receive or examine any form, instruction or document shall in no way relieve any respondent from any obligation in respect to his proposal.

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of these specifications, he may submit a written request for an interpretation to the Purchasing Agent. No interpretations as to the meaning of the plans, specifications or other contract documents will be made to any respondent orally.

Every request for such interpretation should be in writing addressed to the Town of Watertown, Purchasing Agent, 424 Main Street, Watertown, Connecticut 06795 or via email to the Purchasing Agent and to be given consideration, must be received at least five (5) days prior to the date fixed for the opening of Bids. Any and all such interpretations and any supplementary instructions will be in the form of written Addenda to the Specifications which, if issued, will be emailed to all those prospective bidders who have provide a valid email address for such purposes, and will be posted on the Town’s website not later than three (3) days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such Addendum or interpretations shall not relieve any bidder from any obligations under his bid as submitted. All Addenda so issued shall become part of the Contract Documents. Oral explanations will not be binding on the Town.

The specifications listed are to be interpreted as meaning the minimum acceptable by the Town of Watertown. Bidders are requested to submit quotations on the basis of these specifications. Alternative bids providing a broader scope and/or services than requested in these specifications may receive consideration providing such service is clearly explained. Any exceptions to the specifications requested herein must be clearly noted in writing and are to be included as a part of your proposal. If none are included it will be assumed that there are none.
The respondent shall hold the Town of Watertown, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or uncopyrighted compositions, secret process, patented or unpatented inventions, articles or appliances furnished or used under this proposal and agrees to defend, at his own expense, any and all actions brought against the Town of Watertown or himself because of the unauthorized use of such articles.

L. **Incurring Costs**
The Town of Watertown is not liable for any cost incurred by any respondent prior to the issuance of a contract and purchase order.

II. **CONDITIONS**

Respondents must be willing to adhere to the following conditions and must positively state them in their Proposals:

A. **Ownership of Proposals**
All proposals in response to this RFP are to be the sole property of the Town of Watertown and subject to the provisions of Section 1-19 of the Connecticut General Statutes (Re: Freedom of Information).

B. **Timing and Sequence**
Timing and sequence of events resulting from this Request for Proposals will ultimately be determined by the Town.

C. **Oral Agreements**
Any alleged oral agreement or arrangement made by a respondent with the Town or any employee will be superseded by the written agreement.

D. **Amending or Canceling Request**
The Town reserves the right to amend or cancel this Request for Proposals prior to the due date and time, if it is determined to be in the best interest of the Town and State.

E. **Rejection for Default or Misrepresentation**
The Town reserves the right to reject the proposal of any respondent which is in default of any prior contract or for misrepresentation.

F. **Town’s Clerical Errors in Awards**
The Town reserves the right to correct inaccurate awards resulting from its clerical errors.
G. **Rejection of Qualified Proposals**
Proposals are subject to rejection in whole or in part if they limit or modify any of the terms, conditions, and/or specifications of this Request for Proposals.

H. **Presentation of Supporting Evidence**
A respondent, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to meet satisfactorily the requirements set forth or implied in the proposal.

I. **Changes to Proposal**
No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of the Town may be required at the respondent’s expense.

J. **Collusion**
By responding, a respondent implicitly states that his proposal is not made in connection with any competing vendor submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the agency participated directly or indirectly in the respondent’s proposal preparation.

III. **GENERAL PROVISIONS**

A. **Expertise Desired**
In order to provide the required services to the Town the respondent must possess expertise in the field addressed in this Request for Proposals. Proposals must address the respondent’s abilities and relevant prior experience in the area(s) of service offered and include a list of prior clients for whom the respondent has carried out comparable work programs with names, addresses and telephone numbers of contact persons.

B. **Selection**
The Town reserves the right, at its sole option, to make the selection of the firm, or to reject any and all firms.

C. **Revisions and/or Additional Provisions**
The Town reserves the right to revise any article or clause of the Request for Proposals, or to add or delete any article or clause, prior to the award of the contract.

D. **Modification of Contract**
The Town reserves the right to amend, extend, curtail or otherwise change the terms
of any resultant contract(s) prior to execution, upon determination that such action is to be to the advantage of the project effort.

E. **Compliance with Federal and State Laws**
The successful respondent shall be required to comply with all applicable Federal and State laws, rules and regulations, and will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, age or national origin in any manner prohibited by law.

F. **Covenant Against Contingent Fees**
The successful respondent shall be required to warrant that he has not employed or retained any company or person other than a bona fide employee working for the respondent to solicit or secure an agreement hereunder and that he has not paid or agreed to pay any company or person other than a bona fide employee any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from an award under this Request for Proposals and any resultant contract.

G. **Authority to Bind Respondent**
The proposal must be signed by an authorized official. The respondent’s proposal is to identify the individual(s) having authority to negotiate and contractually bind the respondent. It is also to name the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information is to include name, title, address and telephone.

H. **Authority to Obligate the Town of Watertown**
The Town Manager of the Watertown is the only individual who may legally commit the Town to the obligation of any contract(s) contemplated herein. No cost chargeable to the proposed contract(s) may be incurred before receipt of either a fully executed contract or a specified written authorization from the Town.

I. **Contract**
The successful respondent shall enter into a written contract agreement with the Town of Watertown within ten (10) days after notice of award.

J. **Insurance**
1. **General:**
The respondent shall be responsible for maintaining insurance coverage in force for the life of the contract of the kinds and adequate amounts to secure all of the respondent’s obligations under the contract with an insurance company with an AM Best Rating of A - VII or better licensed to write such insurance in Connecticut and acceptable to the Town of Watertown.
The insurer shall provide the Town of Watertown with Certificates of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of Watertown written notice at least thirty (30) days in advance of any termination, expiration, or any and all change in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the respondent’s responsibility under this agreement.

The respondent at the respondent’s own cost and expense, shall procure and maintain all insurance required and shall name the Town of Watertown as an additional insured on all contracts except Worker’s Compensation and Professional Errors & Omissions coverages.

In order to facilitate this requirement for insurance, it is recommended that the respondent forward a copy of this exhibit to the respondent’s insurance representative(s).

2. **Specific Requirements:**
   a. **Workers’ Compensation Insurance**
      The respondent shall provide Workers’ Compensation Insurance required by law and the Employer’s Liability Insurance for at least the amounts of liability for Bodily Injury by accident of $100,000 each accident; Bodily Injury by Disease each employee of $100,000; Bodily Injury by Disease, policy limit of $500,000.

   b. **Commercial General Liability Insurance**
      The respondent shall carry Commercial General Liability policy (Insurance Services Office Incorporated Form CG-00001 or equivalent). A per occurrence limit of $1,000,000 is required. The Aggregate Limit will be not less than $1,000,000.

   c. **Business Automobile Liability Insurance**
      The respondent shall carry Business Automobile Liability Insurance. (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of $1,000,000 is required. “Any Auto” (symbol 1 or equivalent) is required.

3. **Hold Harmless & Design consultant’s Requirements:**
   The respondent shall require the same insurance that it is required to carry by the Town of Watertown to be carried by any design consultants and independent contractors hired by the respondent and to obtain Certificates of
Insurance before design consultants and independent contractors are permitted to begin work.

The respondent shall require that the Town of Watertown be named as Additional Insured on all design consultant’s and independent contractor’s policies before they are permitted to begin work.

The respondent and all design consultants and independent contractors and their insurers shall waive all rights of subrogation against the Town of Watertown, and its officers, agents, servants and employees for losses arising from the work performed by each on this contract.

The respondent assumes and agrees to hold harmless, indemnify, protect and defend the Town of Watertown against any and all liability for injuries and damages to Bidder and to Bidder’s employees, agents, design consultants and guests, third parties or otherwise incident to or resulting from any and all operations performed by a contractor under any terms of this contract.

4. **Other Data:**
   - NOTE 1: If respondent is only a vendor shipping goods via Common Carrier only, General Liability is required.
   - NOTE 2: If respondent is a Professional, Errors & Omission coverage will be required.
   - NOTE 3: The Town reserves the right to amend amounts of coverage required and the types of coverages provided based on work or service to be performed.

K. **Subcontracting**
   Each respondent contemplating the use of any design consultant, shall submit a list of design consultants on their proposal.

   The successful respondent shall file with the Town of Watertown, within five (5) days after the closing date for the Request for Proposals, a complete list of the names and addresses of competent, responsible and qualified design consultants who are actually to perform major portions of the work. This in no way restricts or limits the requirement that all design consultants must be approved by the Town.

   Design consultants listed on the proposal or those previously approved may not be changed without the approval of the Town of Watertown.

   Local design consultants, material suppliers, and labor in the Town of Watertown should be considered and sought insofar as is practical in the performance of this project.
V. CRITERIA FOR EVALUATING PROPOSALS

It is the intention of the Town of Watertown to award this contract and negotiate fees with the most qualified responsive, responsible architectural firm. Determination will be made by the firm’s ability to demonstrate experience, professional background and expertise in roofing and possible vertical expansion.

Proposals will be evaluated by the Town based on the following criteria:

- Respondent’s background and professional expertise, including previous experience, special qualifications, and personnel.
- Respondent’s availability and flexibility to commit staff in a timely way when requested, and to complete this project within the shortest reasonable time frame. Since time is of the essence, the respondent should provide detailed timing sequences corresponding to the proposed scope of work proposed.
- Respondent’s demonstrated understanding of the task. Evidence of any special or innovative approach which the firm will utilize in conducting its design. The Town wishes to encourage a creative approach to the work which will result in a cost effective project.
- Time and cost of the proposal, with an emphasis on Phase II.
- Such other factors as the Town deems important.

VI. PROJECT SCHEDULE

Mandatory Pre Proposal Meeting/Site Visit: January 15, 2014
Submission of detailed proposals: January 27, 2014
Selection of successful respondent and Notice to Proceed: February 19, 2014

The Town reserves the right to reject any and all proposals and to require any and all respondents to appear before the Public Buildings Committee to present their proposals orally and to entertain questions. The Town further reserves the right to negotiate with the selected firm as to the scope and cost of the project.

Further information may be obtained from the Purchasing Agent, Town Hall Annex, 424 Main Street, Watertown, Connecticut 06795 (860) 945-5260, Monday through Friday, 8:30 a.m. until 4:30 p.m.

Equal Opportunity Employer/Affirmative Action
TOWN OF WATERTOWN

PROPOSAL

ARCHITECTURAL DESIGN SERVICES

Firm

Name

Street

City State Zip

Name

Please Print

Telephone Number

Signed Date

Fee (Fixed Lump Sum)- Phase I $____________________________

Proposed Fee Phase II $____________________________

Additional Anticipated or Suggested Expense:

$____________________________

$____________________________

$____________________________
# RECEIPT OF ADDENDA

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NAME OF BIDDER: __________________________________________

OFFICIAL ADDRESS: _________________________________________

PHONE NUMBER: ____________________________________________

BY: __________________________________ TITLE:______________
(Please Print)

DATE:____________________________________________________

SIGNATURE:______________________________________________
PROPOSED DESIGN CONSULTANTS

FIRM ______________________________________________________

Name

_________________________________________________________

Street

City State Zip Code

CONTACT ____________________________________TELEPHONE____________________

Please Print

TYPE OF WORK TO BE PERFORMED ____________________________________________

____________________________________________________________________________

FIRM ______________________________________________________

Name

_________________________________________________________

Street

City State Zip Code

CONTACT ____________________________________TELEPHONE____________________

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TYPE OF WORK TO BE PERFORMED ____________________________________________

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FIRM ______________________________________________________

Name

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Street

City State Zip Code

CONTACT ____________________________________TELEPHONE____________________

Please Print

TYPE OF WORK TO BE PERFORMED ____________________________________________

____________________________________________________________________________
REFERENCES
Please list a minimum of three references of similar work performed within the last three years.

FIRM __________________________________________________________

Name

_____________________________________________________________________

Street

_____________________________________________________________________

City   State   Zip Code

CONTACT __________________________________ TELEPHONE ______________________

Please Print

TYPE OF WORK PERFORMED

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Name

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