

TOWN OF GUILFORD
REQUEST FOR PROPOSAL

RFP # 3-1920 DEPARTMENT OF PUBLIC WORKS FACILITY NEEDS ASSESSMENT

TABLE OF CONTENTS

- I. Legal Notice
- II. Statement of Objectives, Goals and Tasks
- III. Background Information
- IV. Scope of Work
- V. Deliverables by the Consultant
- VI. Items Provided by the Town
- VII. Proposal Documents and Process
- VIII. Request for Information (RFI) and Proposal Due Dates
- IX. General Evaluation Criteria
- X. General Terms and Conditions
- XI. Non-Collusive/Non-Conflict Affidavit (*to be submitted with proposal*)
- XII. Affirmative Action /EEO Affidavit (*to be submitted with proposal*)

I.

**LEGAL NOTICE
TOWN OF GUILFORD
REQUEST FOR PROPOSAL
RFP #3-1920**

DEPARTMENT OF PUBLIC WORKS FACILITY NEEDS ASSESSMENT

The Town of Guilford is seeking proposals from qualified consultants to perform a Facility Needs Assessment for the Department of Public Works located at 47 Driveway. The consultant will (i) evaluate the functions and needs of the existing facility, and (ii) evaluate the site requirements needed for a possible relocation to an alternate, undetermined site. A mandatory site visit will be held on Wednesday, March 18, 2020, at 1:00 p.m. at the Department of Public Works, 47 Driveway, Guilford, CT 06437.

Respondents are required to submit 10 double-sided copies, one original and one electronic copy on flash drive by no later than **Wednesday, April 1, 2020, at 2:00 p.m.** at the Office of the First Selectman, second floor of Town Hall, 31 Park Street, Guilford, CT 06437. Sealed Proposals should be labeled with RFP number and title. Proposals received after that date and time will be rejected. Questions regarding this Request for Proposals (RFIs) should be directed to Janice A. Plaziak, Town Engineer, in writing by email at plaziakj@ci.guilford.ct.us no later than Friday, March 20, 2020, with a copy to the Purchasing Department at millmanp@ci.guilford.ct.us and ahernv@ci.guilford.ct.us . The Addendums will be posted on the Town and State DAS websites.

RFP specifications may be obtained at the Office of the First Selectman or may be accessed from the Town's website at www.ci.guilford.ct.us and the Department of Administrative Services State Contracting Portal website at https://biznet.ct.gov/SCP_Search/ .

The Town of Guilford reserves the right to reject any or all Proposals, or waive defects in same, if it deems such to be in the best interest of the Town of Guilford. The Town of Guilford is an affirmative action, equal opportunity employer.

Matthew T. Hoey, III
First Selectman

Publish one time only in the New Haven Register under LEGAL NOTICES on **Monday, March 9, 2020.**

II. STATEMENT OF OBJECTIVES, GOALS AND TASKS

The Town of Guilford is seeking proposals from qualified consultants to perform a Facility Needs Assessment for the Department of Public Works facility. The Town desires to develop plans to meet the future needs (projected out 30 years) of the Department of Public Works and Parks Maintenance Department who also are located at the facility. The project will include the determination of needed improvements and expansion on existing site and site requirements needed for a possible relocation to an undetermined new site.

III. BACKGROUND INFORMATION

The current facility is located at 47 Driveway, Guilford, CT. The facility was constructed in approximately 1990 on an oddly shaped 6.4 acre lot. The site sits in the AE 12 Special Flood Hazard Area at an average grade of 10'±. The site is located in the southern section of Town. The Town does own adjacent property which is currently used for some outside storage and may allow for further expansion of the facility if staying in place is determined to be the preferred alternative.

IV. SCOPE OF WORK

The Town of Guilford has established the following scope of work for evaluation options for remodeling or constructing a new Public Works facility:

- A. Determine the condition and deficiencies of the existing facilities including but not limited to:
 - a. Structural Issues
 - b. Mechanical, Electrical and Plumbing
 - c. Office space
 - d. Meeting/conference room space
 - e. Break rooms and bathroom facilities
 - f. Compliance with ADA requirements for public buildings
 - g. Inside storage
 - h. Furniture/Equipment needs
 - i. Parking
 - j. Circulation
 - k. Security of facilities inside and outside
 - l. Vehicle and equipment maintenance and storage
 - m. Fuel dispensing and storage, including fuel management system
 - n. Vehicle washing facilities
 - o. Materials storage on site
 - p. FEMA compliance issues

- B. Future facility needs to include the improvements required for the previous list and the following:
- a. Staff growth potential
 - b. Equipment growth potential and storage for it
 - c. Space for Facilities Maintenance Department offices and storage
 - d. Storage inside and outside and/or covered including items currently stored off site
 - e. Sustainability
 - f. IT and computer equipment
 - g. Communications improvements including radio and high speed internet and paging system
 - h. Security improvements including Access Control systems and Security Cameras and additional locked/fenced areas
 - i. Above Ground Fuel tanks and fuel usage management system
 - j. Storm water management improvements
 - k. Emergency power backup
 - l. Compliance with all federal and state regulatory agencies
- C. Current Facility: The consultant will need to evaluate the adequacy of the current facilities and make recommendations that address the needs and requirements identified for the Public Works Department and Parks Maintenance Department if they are to remain in their current location. The recommendations must include estimated costs for renovations and expansions. A concept site plan along with building space needs square footages must be included to provide adequate facilities for the next 30+ years.
- D. Facility at New Location: The consultant will need to identify the building space needs, costs and site requirements at a new site to accommodate a new Public Works Facility, including space for the Parks Maintenance Department and Facilities Management Department. The consultant will prescribe minimum site requirements for the Town to consider for future site selection. The consultant will also recommend equipment and facility components that may be salvaged for re-use at a new site.

The consultant will be required to make site visits and conduct interviews with appropriate personnel and commission members to derive a final set of recommendations.

V. DELIVERABLES BY THE CONSULTANT

The consultant will be required to provide the following documents to the Town:

- A. An evaluation of the long-term (over 30 years into the future) facilities needs
- B. The suitability of the current facility to meet those needs and the costs to improve those facilities to address current deficiencies and meet future needs
- C. The site requirements and estimate building cost to construct a new facility on a new site
- D. A general floor plan and site layout for conceptual design of the facility for each alternative, including specific space requirements
- E. A list of pros and cons of each alternative

- F. Ten paper copies and one digital pdf of the final space needs assessment and recommendations including conceptual building and site design plans

VI. ITEMS PROVIDED BY THE TOWN

- A. Mandatory site visit and tour of the existing facility for interested consultants will be held on Wednesday, March 18, 2020 at 1:00 p.m. at the Department of Public Works, 47 Driveway, Guilford, CT.
- B. Information concerning utility and operating costs of the current facility will be distributed to consultants who attend the mandatory site visit.
- C. Copy of property survey and existing site and building plans
- D. Designated contact person for the project.
- E. Other materials as deemed necessary.

The above items will be distributed as a courtesy. The consultant will ultimately be responsible for the accuracy of its evaluation.

VII. PROPOSAL DOCUMENTS

Please provide the following as part of your proposal submission:

- A. A summary letter of introduction including the total cost of your proposal on a lump sum basis
- B. A complete description of the work tasks the consultant will undertake to complete the work set forth
- C. An itemized cost the consultant will charge to perform the work; describe each task and the cost associated with each task and include a final Base Bid amount.
- D. A schedule for completion of the various work tasks and the overall project
- E. Company qualifications and work experience on similar projects
- F. Samples of similar projects completed in the past 5 years and individual reference contacts for those projects
- G. Identify key personnel who will be working on the project, include their resumes and responsibilities for this project
- H. The firm's standard terms and conditions for professional services, which will be subject to Town form contract.
- I. Additional information or materials you believe communicate the capabilities of your firm to perform this project
- J. The executed Affidavits attached to this RFP.

VIII. REQUEST FOR INFORMATION (RFI) AND PROPOSAL DUE DATES

All inquiries relative to the scope of services listed herein as well as clarification of any information contained in the RFP must be made in writing by email at plaziakj@ci.guilford.ct.us by noon on Friday, March 20, 2020 to Janice Plaziak, Town Engineer, with a copy to the Town Purchasing Department at millmanp@ci.guilford.ct.us and ahernv@ci.guilford.ct.us.

Addendums will be issued and posted on the Town and State DAS websites. Websites should be monitored by respondents.

Provide ten (10) double sided copies, one original and an electronic copy on flash drive of a sealed Proposal labeled with RFP number and title by no later than Wednesday, April 1, 2020 at 2:00 p.m. at the Office of the First Selectman, second floor, 31 Park Street, Guilford, CT 06437. Proposals received after that day and time will be rejected.

Following the review of the proposals by the Town, firms may be contacted for additional information or to participate in an interview process.

IX. GENERAL EVALUATION CRITERIA

Proposals will be evaluated based on, but not limited to, the following general criteria:

- A. A firm's demonstrated understanding of the requirements of this project
- B. Project approach and schedule
- C. Qualifications and expertise of firm and key personnel assigned to the project and their proven ability to efficiently complete similar projects
- D. Comments and opinions of references
- E. Firm possesses the resources required to complete the project
- F. Clarity and comprehensiveness of the proposal
- G. Cost of the proposal

X. GENERAL TERMS AND CONDITIONS

A prospective Respondent must be willing to adhere to the terms and conditions of this request, including the following:

1. Ownership of Documents – All qualification statements submitted in response to this Request for Proposals (RFP) are to be the sole property of the Town and subject to the provisions of Section 1-200 et seq. of the Connecticut General Statutes (re: Freedom of Information).
2. Ownership of Subsequent Products – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the Town unless stated otherwise in the RFP or contract.
3. Timing and Sequence – Timing and sequence of events resulting from this RFP will ultimately be determined by the Town.

X. GENERAL TERMS AND CONDITIONS CONTINUED

4. Oral Agreements – The Town will not be responsible for any alleged oral agreement or arrangement made by a respondent with any agency or employee.
5. Amending or Canceling Requests – The Town reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the Town to do so.
6. Rejection for Default or Misrepresentation – The Town reserves the right to reject the proposal of any Respondent that is in default of any prior contract or for misrepresentation.
7. Clerical Error-The Town reserves the right to correct inaccurate awards resulting from its clerical error.
8. Contract Requirements – A formal agreement will be entered into with the Respondent on a Town form contract. The contents of the proposal submitted by the successful Respondent and the RFP will become part of any contract award.
9. Rights reserved to the Town – The Town reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town will be served.
10. Assigning, Transferring of Agreement – The successful Respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, its rights, title or interest therein or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the Town.
11. Cost of Preparing Qualification/Proposal Statements – The Town shall not be responsible for any expenses incurred by the organization in preparing and submitting a qualification statement. All qualification statements shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

XI. NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS

FOR: RFP #3-1920

DEPARTMENT OF PUBLIC WORKS FACILITY NEEDS ASSESSMENT

The undersigned Respondent, having fully informed his/herself 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;
2. if the undersigned is one of the final firms selected to submit a written proposal, the contents of such proposal will not be communicated by the Respondent and its employees or agents to any person not an employee or agent of the Respondent prior to submission to the Town;
3. no Selectman, selection committee member or other employee or person whose salary is payable in whole or in part from the Town of Guilford or Board of Education, nor any immediate family member thereof, is directly or indirectly interested in the Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof; and
1. he/she has read the Guilford Code of Ethics, set forth in Chapter 31 of the Code of the Town of Guilford, which is available on the Town website, and he/she agrees on behalf of his/herself and on behalf of her/his company to not violate the Code.

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

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

NOTARY:
State of Connecticut

County of _____

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

Notary Public

My Commission Expires _____

XII. EEO/AFFIRMATIVE ACTION AFFIDAVIT

FOR: RFP #3-1920

DEPARTMENT OF PUBLIC WORKS FACILITY NEEDS ASSESSMENT

Concerning Equal Employment Opportunities and/or Affirmative Action Policy

I/we the respondent, certify to the TOWN OF GUILFORD that:

- 1. I/we are in compliance with the equal opportunity clause as set forth in Connecticut state law (Executive Order No. Three, <http://www.cslib.org/exeorder3.htm>).
- 2. I/we do not maintain segregated facilities.
- 3. I/we have filed all required employer's information reports.
- 4. I/we have developed and maintain written affirmative action programs.
- 5. I/we list job openings with federal and state employment services.
- 6. I/we attempt to employ and advance in employment qualified handicapped individuals.
- 7. I/we are in compliance with the Americans with Disabilities Act.
- 8. I/we (check one)

_____ have an Affirmative Action Program, or
 _____ employ 10 people or fewer

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

NOTARY:

State of Connecticut

County of _____

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

 Notary Public

My Commission Expires _____