

**TOWN OF CANTON, CONNECTICUT
REQUEST FOR PROPOSALS FOR
ARCHITECTURAL and ENGINEERING DESIGN SERVICES FOR THE
PROPOSED NEW COLLINSVILLE FIRE/EMS HOUSE PROJECT**

The Town of Canton (hereinafter referred to as Town) is soliciting proposals from qualified parties (hereinafter referred to as Consultant or Respondent) to provide design services for the proposed New Collinsville Fire/EMS House at 51 River Road in Canton, Connecticut.

The selected Consultant(s) will work under the direction of the Permanent Municipal Building Committee and will be expected to demonstrate extensive professional experience in building design of Municipal Facilities for Fire and EMS operations in accordance with current NFPA (National Fire Protection Association) requirements and all applicable building codes and regulations.

About the New Collinsville Fire/EMS House Proposal

A referendum in November 2021 approved the construction of a new \$5.4 million Fire/EMS House at 51 River Road in Canton, Connecticut. The anticipated improvements include demolition of the existing facility, construction of an approximately 15,300 square foot new facility to house administration, apparatus bays, training, sleeping quarters, day room, decontamination/laundry, equipment storage for Fire & EMS supplies and site improvements. The Town has prepared a conceptual site plan, floor plan and elevations. The Town is seeking proposals to engage professional services to create a site plan and bridging design documents sufficient to solicit competitive design/build proposals and as an alternate, design/bid/build proposals, and to represent the Town before regulatory agencies and commissions including but not limited to Planning and Zoning, CTDOT and CTDEEP. The Town is also seeking a proposal to provide complete project design services including an alternate for contract/construction management.

Scope of Services

The purpose of this project is to create complete bridging documents for all disciplines including but not limited to architecture, site work, civil engineering, geotechnical, structure, finishes, fire protection, plumbing, HVAC, electrical, communications/data, landscape, signage, and all required state and local regulatory compliance and shall generally conform to the building limits delineated on the current site plan. Utility connections and generator shall be included in this scope of work. Please refer to the AIA B141 for complete scope of services compliance.

At a minimum, the project includes the following tasks:

Task One: Review and Analysis of Existing Conceptual New Collinsville Fire/EMS House site plan, building drawing, and elevations.

Evaluate existing preliminary facility plan(s) for:

- Compliance with all applicable codes including but not limited to building codes, fire codes, NFPA, CTOEMS, DPH and health code requirements, etc.
- Operational programming for fire and EMS requirements
- Applicable Zoning Regulations
- Flood Plain Regulations [regarding building flood-proofing]
- Discharge requirements for floor drains [need for oil water separator, etc.]
- Assess input from department resources

Task Two: Create a complete set of bridging documents including but not limited to:

- Code study plan
- Demolition Plan
- STC Approvals
- Floor plan
- Roof plan
- Building elevations
- Building and wall sections
- Reflected ceiling plan
- Door and window schedules
- Finish schedules
- Create a 3-D drawing of facility looking from River Road [State Route 179]
- Schematic specifications, which shall include the following
 - Generator size requirement
 - Apparatus bay exhaust system options
 - Fire protection [including dry system] requirements
 - HVAC system sizing requirements and option for individual control for sleeping rooms. Include “radiant” heating alternate for apparatus area
 - Electrical systems to support all fire related equipment (apparatus chargers, SCBA bottle fill, laundry, compressor, power washer, etc.)
 - Building access, security/CCTV systems, tel/data, A/V
 - Signage

- Roof system requirements for future installation of Photovoltaic system

Task Three: Evaluate and modify existing preliminary site plan to assure compliance with, and best practices for, the following:

- Applicable Zoning Regulations
- Storm water detention requirements
- Drainage system requirements
- Impact of grading/retention of water and geotechnical stability on Canton Police facilities
- Ability of all vehicles, to maneuver through the proposed site
- Intersection sight distance needs and requirements for the proposed new ramp off of Route 179

Task Four: Assist Town Officials in obtaining all necessary Land Use approvals [Planning & Zoning Commission, etc.] and modify plans as required by Land Use Agencies.

Task Five: Prepare design-build specifications and contractual bid documents based on the approved plans and assist the Town in evaluating proposals in response to the bid process.

Task Five Alternate: Prepare as an alternate, design-bid-build specifications and contractual bid documents.

Inspections services and contract administration, including construction meetings and approval of submittals, is not part of this request for proposals and may be later awarded or bid separately.

The Town reserves the right to modify or expand the Scope of Services in a manner that best serves the interest of the Town. Respondents may also separately offer alternate proposals or additional services that may be considered by the Town at its discretion.

Submission of Submission of Statement of Qualifications

Interested consultants who wish to be considered for this work shall deliver eight (8) sets of the following information to Robert Skinner, Chief Administrative Officer; Town of Canton; 4 Market Street; P.O. Box 168; Collinsville, CT 06022-0168, no later than 11:00 am local time on March 16, 2022.

The submission shall include:

1. Letter of Introduction
2. Firm's Information Package
3. Outline and description of the firm's understanding of the Project and proposed approach necessary to meet requirements of the Scope of Services
4. Detailed fee proposal identified by task as presented in the Scope of Services, including a total cost and schedule for completing the initial Scope of Services
5. Resumes of personnel who will work on the Project
6. Demonstration of the team's ability to efficiently represent the designs graphically
7. At least three references for on-going and/ or recently completed similar projects (including contact person and phone number) within the past five years.
8. Examples of similar work products
9. Certificate of insurance
10. List of any consultants or sub-contracted firms
11. Any additional information that will assist in evaluating the qualifications of the consultant

Alternate Responses

Interested consultants shall bid on all portions of this RFP specific to the scope of work, Tasks 1-5 and Alternate proposal.

Schedule

February 16, 2022	RFP issued
March 16, 2022	Submission Deadline for Responses

Additional Requirements

Respondents with questions regarding the submission requirements may contact the following person *via email only* (telephone inquiries related to proposal requirements shall not receive a response):

Robert Skinner, CAO
Town of Canton
rskinner@townofcantonct.org

An electronic copy of this request for proposals will be posted on the Town web page (<http://www.townofcantonct.org/>). Addendum(s) to this RFP may be issued by the Town. The applicant is responsible for monitoring the Town website for any possible amendments to this request. When issued, addendum(s) will be posted on the Town's website under the "Request for Proposals" link. It is the respondent's responsibility to

check to see if RFP addendum(s) have been issued by the Town and to ensure that its proposal addresses all addendum(s).

Supplemental Materials

Also contained on the Town web page are the following documents:

1. Preliminary Conceptual Site Plan for proposed New Collinsville Fire/EMS House 51 River Road
2. Preliminary Conceptual Building Drawing for proposed New Collinsville Fire/EMS House 51 River Road – oriented facing State Route 179 [River Road]
3. Preliminary Conceptual Elevations for proposed New Collinsville Fire/EMS House at 51 River Road

Any Consultant responding to this request for proposal certifies that no officer, agent or employee of the Town has a pecuniary interest in this request for proposal, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other respondent of the same call for proposals, and that the respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

Respondents must fully disclose, in writing to the Town on or before the closing date of this request for proposals, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the respondent were to become a contracting party pursuant to this request for proposals. The Town shall review any submissions by respondents under this provision and may reject any proposals where, in the opinion of the Town, the respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the respondent were to become a contracting party pursuant to this request for proposals.

Respondents shall make all investigations necessary to inform itself regarding the service(s) to be performed under this request for proposal.

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

Minority, Woman, and/or Small Business Enterprises are encouraged to consider submitting proposals for consideration.

The Town is issuing this request for proposals for the purpose of determining the benefits and costs of retaining consultants to provide the services described in this Scope of Services and reserves the right to reject any or all responses and to amend this Scope of Services in the process of selecting a Consultant. The Town reserves the right to enter into a contracted service agreement with more than one consultant, to divide up services, and to include or not include portions thereof, within any such service agreement as may be required to meet the specialized needs of the Town.

The Town reserves the right to waive informalities, non-material defects, or clerical errors in any proposal. The Town also reserves the right to reject any and all proposals, or any part of a proposal, when said action is deemed to be in the best interest of the Town. The Town reserves the right to negotiate with one of more respondent as it sees fit. Proposals will be evaluated based on what is in the best interest of the Town. Costs will not be the sole factor in evaluating proposals. No contracts rights shall accrue to a respondent unless and until the Town and the respondent execute a binding contract.

All costs incurred in the preparation of the proposals will be borne entirely by the individual/ firm submitter.

All proposals submitted become property of the Town.

All proposals submitted, information contained therein, and attached thereto shall be subject to disclosure under the Freedom of Information Act.

Proposals shall be final and binding and may not be withdrawn or amended for ninety (90) days from the date and time when proposal are due.

Selected respondent(s) shall carry Commercial General Liability Insurance (Bodily Injury, Property Damage, Products and Completed Operations) in an amount of not less than one million dollars (\$1,000,000) per occurrence with two million dollar (\$2,000,000) aggregate, combined single limits. Such coverage shall also include coverage for operations, completed operations, products and contractual liability insurance. Such policy shall name the Town of Canton as additional insured and shall be primary and noncontributory to any valid and collectible insurance carried by the town.

Selected respondent(s) shall provide errors and omissions liability insurance covering the respondent and the Town against loss for financial damages resulting from legal expenses and costs the Town may incur by fines, and penalties assessed against the Town through administrative or judicial proceedings caused by errors or omission in the billing by the Respondent in the amount of two million dollars (\$2,000,000) each wrongful act and \$2,000,000 in the aggregate.

Selected respondent(s) shall provide the Town with a certificate verifying such coverage before commencing services under this RFP. Such policy shall require thirty (30) days' notice to the Town in writing prior to alteration, cancellation, termination or expiration of any kind.

Any person contracting with the Town must, to the fullest extent permitted by law, indemnify, defend and hold harmless the Town and its agents and employees from and against all claims, damages, loss or expense including reasonable attorney's fees arising out of or resulting from the performance of the contract. Selected respondents shall pay any and all attorneys' fees incurred by the Town, its agents, or its employees, in enforcing any of the selected respondents' defense or indemnification obligations. In any and all claims against the Town, or any of its agents or employees, by any employee of a selected respondent, or anyone directly or indirectly employed by a selected respondent, or anyone for whose acts as a selected respondent is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or a selected respondent under Workers' Compensation Acts, disability benefits acts, or other employee benefit acts.

The individual or firm selected will be required to abide by the Town Municipal Code of Ethics.

Dated at Canton, CT this 16th day of February 2022.

Robert Skinner
Chief Administrative Officer

Town of Canton

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BID FORM

TASK ONE: \$ _____

TASK TWO: \$ _____

TASK THREE: \$ _____

TASK FOUR; \$ _____

TASK FIVE: \$ _____

TOTAL: \$ _____

TASK FIVE ALTERNATE: \$ _____