REQUEST FOR PROPOSALS FOR
ARCHITECTURAL SERVICES
NEW BROOKFIELD LIBRARY
TOWN OF BROOKFIELD, CONNECTICUT

The Town of Brookfield is seeking written responses to a Request for Proposal (RFP) to retain an architectural firm to pre-bond services and cost estimates necessary for a 32,000 sq. new library.

An original and six (6) copies of proposals must be submitted to the Purchasing Agent's Office, Town Hall, 100 Pocono Road, Brookfield, CT 06804 by 12:00 Noon on November 3, 2016. This RFP is available at the Purchasing Agent's Office or by accessing the Town's website. Proposals must be submitted in sealed envelopes marked "Proposal for Architectural Services - Brookfield Library".

Jerry Gay
Purchasing Agent

REQUEST FOR PROPOSALS
ARCHITECTURAL SERVICES
NEW BROOKFIELD LIBRARY

A. GENERAL INFORMATION

1.1 Issuing Office: This Request for Proposals (RFP) is issued by the Town of Brookfield, Connecticut, Office of the Purchasing Agent.

1.2 Purpose: The purpose of the RFP is to provide prospective firms with essential information to enable them to prepare and submit proposals to provide architectural services to the Brookfield Library Board of Trustees. The Library serves a population of 16,800 and is currently housed in a 9,860 square foot building located at 182 Whisconier Road. The Town intends to build a new LEED silver library of approximately 32,000 square feet upon a location to be determined.

1.3 Proposals: All proposals received by the Town in response to this RFP will be retained.

Submissions must:

A. Constitute a complete response to this RFP, using the Proposal Form provided in this document.

B. Include an original and six (6) copies.

C. Proposal must be received by:

Town of Brookfield
Jerry Gay - Purchasing Agent
Town Hall
100 Pocono Road
Brookfield, CT 06804

no later than 12:00 Noon on November 3, 2016. Envelopes must be clearly marked "Proposal for Architectural Services - Brookfield Library" Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. Proposals may not be submitted by e-mail.

D. Proposals must be signed by an official authorized to bind the firm to its provisions.

E. 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.

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

1.5 Communications Concerning RFP: All questions relevant to the development of a proposal are to be directed to:

Jerry Gay - Purchasing Agent
Town Hall
100 Pocono Road
Brookfield, CT 06804
Phone: (203) 775-7613
E-mail:jgay@brookfieldct.gov

Any questions determined to be of interest to all prospective bidders will be answered in writing and provided to all bidders either by mail or by e-mail.

No bidder may contact any other employee or elected or appointed official of the Town of Brookfield with respect to the RFP or the submission of a bid.

The Town will make available the records of the Conneciticut State Library construction grant submission to assist firms in answering questions concerning the proposed specifications. Included in the Appendix of these specifications is the following information:

1) Program Phase Requirements
2) Schematic Design Requirements

1.6 Additional Information:

A. Revisions or addenda to the RFP: In the event it becomes necessary to revise or supplement any part of the RFP, the revision or supplement will be provided to all prospective firms either by U.S. mail or by e-mail.

B. Experience: Firms with experience in architectural services for libraries 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 a proposal.

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 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.

II. CONTENT OF PROPOSALS

2.1 Scope of Services

A. **Description of Property:** The Library serves a population of 16,800 and is currently housed in a 9,860 square foot building located at 182 Whisconier Road. The Town intends to build a new building of approximately 32,000 square feet in the Town of Brookfield.

B. **Summary of Project**: The proposal must address two phases, both requiring funding and 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 or not it best meets the Town's interests and needs:

1. <u>Phase I: Pre-Referendum Services</u>

(a) Architectural Programming and Pre-design
- Programming shall incorporate and refine the Building Program produced by the Brookfield Library Staff
- The architect shall analyze detailed information about the existing site utilities, physical feature, location, traffic patterns and the like. A boundary survey and topographic information will be provided by the Town.

(b) Schematic design and cost estimate:
- The firm shall prepare preliminary plans and schematic drawings including as a minimum, sketches showing the proposed external and internal configuration of the building 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 new library on the site. The renderings shall be mounted on illustration board and be of such quality to be displayed during the referendum process. The renderings shall cover a floor plan, an interior and an exterior perspective view.

- The architect shall provide a separate cost associated with providing a scale model of the library on the site. The model shall be of such quality as to be displayed during the referendum process.

- The Architect shall conduct twice monthly progress meetings to review these plans with the Brookfield New Library Committee, the Municpal Building Committee, Library Board of Trustees and other appropriate Town agencies at joint meetings of the same.

- 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.

(c) Referendum Services – members of the design team who are familiar with the design shall be available to attend at least three public meetings at which they will prepare and present the Library Project and answer questions from the public regarding the project.

2. <u>Phase II: Post Referendum Services</u>

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

2.2 Other Requirements

Proposals should also include the following:

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. 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.

F. Provide the names of all consulting firms, the proposed staff and their relevant experience.

G. List of all services not specifically included within your proposal for services.

H. 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 (b) 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.

I. Preliminary schedule for pre and post refferendum services for all phases of the planning, design, and construction documents for the proposed library.

III. SELECTION PROCESS

3.1 **Review Process**: All proposals will be reviewed by the **Selection Committee composed of selected members of the Brookfield New Library Committee , Brookfield Library Board of Trustees and the Brookfield Municipal Building Committee.**

The Town reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated based on what is deemed to be in the best interests of the Town, including such factors as the bidder's experience in public library design, clarity and creativity of the proposal, recommendations of entities for which the bidder has previously provided services, the persons to be assigned to the project by the bidder, and total cost. Cost will not be the sole factor in evaluating bids.

A short list of finalists will be developed (3 firms) and firms will be interviewed by the Selection Committee after the proposals are received. Specific information required to be presented at the interviews will be provided to finalists at the time of notification.

Finalist will be notified upon their selection of the time and date of interviews. Firms selected for interview must be available on that day. The interviews will be 30 minutes long. Initial presentations will be limited to 15 minutes. The final 15 minutes will be reserved for questions from the Committee and subsequent discussion. The key person to be assigned to this project must be present at this interview.

The Selection Committee expects to recommend a firm to the Brookfield Board of Selectmen for approval within 30 days after interviews have been held. The key person 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 December, 2016. 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 if and 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 RFP process.

3.2 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, and schedules.
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 responsibilities for the project's design, bidding specification, and follow-through should be identified at the oral interview.
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 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.

[Form of Cover Page of Proposal]

TOWN OF BROOKFIELD

PROPOSAL FOR BROOKFIELD LIBRARY ARCHITECTURAL SERVICES

The undersigned has read, understands, and affirms his/her compliance with the requirements contained in the Request for Proposals for Brookfield Library Architectural Services for the Town of Brookfield. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm.

The proposal consists of this cover page and the following attachments:

Name and Address of Firm:

_____

_____

_____

Name, Title and Contact Information (phone, fax, email) of Authorized Representative:

_____

_____

_____

_____

Signature of Authorized Representative:

_____

APPENDIX

DELIVERABLES REQUIREMENTS
(Attach additional sheets as necessary)

4.0 Program Phase

The program required to be prepared by the Design Team at the completion of this phase if the project will result in a report containing the following:

A. **Facility Objectives**

B. **Statistical Data -** including user population projections

C. **Space And Facility Requirements -** present and projected

   1. Functional space requirements

   2. Inter-relationships (present and future)

   3. Environmental requirements

D. **Master Plan -** relationship and adjacent physical elements

E. **Site Development Requirements**

F. **Appearance Requirements**

G. **Phased Development**

H. **Special Requirements**

I. **Project Team Schedule**

J. **Project Cost Budget** (proforma)

   1. **Construction Cost**

   2. **Consultant's Cost**

   3. **Owner Group II and III and or FFE Cost**

   4. **Owner's Other Direct/Indirect Cost**

K. **Graphic Requirements**

1. **Site Plan -** showing the relationship between new and existing structures, traffic flow, existing and proposed topography, landscaping features, roads & walks

2. **Typical Floor Plans(s) -** at 1/16-inch scale. May be single line in this phase.

3. **Plans Of Special Floors Or Areas -** at 1/8 inch to provide understanding of the design direction.

4. **Roof Plan -** 1/16-inch scale.

5. **Elevations -** Not fewer than two (2) sketch form at 1/16 inch or 1/8 inch scale as appropriate.

6. **Diagrammatic Sections -** 1/8-inch scale.

7. **Preliminary Perspective(S) -** Optional

8. **Study Model(S) -** optional

4.1 Schematic Design Phase

The documentation required to be prepared by the Design Team at the completion of the schematic design phase will, at minimum, consist of the following:

A. **Site Plan & Site Section -** showing the relationship between new and existing structures, traffic flow, existing and proposed topography, landscaping features, roads, walks and major utility connects, typically at 1 inch = 20 feet scale.

B. **Typical Floor Plans(s) -** at 1/8-inch scale.

C. **Plans Of Special Floors Or Areas -** at 1/4 inch scale.

D. **Roof Plan -** 1/16-inch scale.

E. **Elevations –** All Exterior Elevations at 1/8 inch scale.

F. **Sections -** (2) Longitudinal Sections 1/8-inch scale through major areas

G. **Equipment And Furnishings -** Indicating any special equipment that influences design; show other equipment and furnishings as required for "proof-of-scheme".

H. **Perspective –** At Additional Cost per Owner Direction

I. **Model -** At Additional Cost per Owner Direction

The following reports shall be prepared as a part of the schematic design phase documentation.

A. **Material/systems outline:**

1. **Structural Systems -** Describing proposed materials, foundation types. modules, design loads and design criteria to be employed.

2. **Building Envelope -** Describing wall systems, window types, glazing types, provisions for cleaning and thermal characteristics and roof systems (waterproofing/weather – proofing requirements.)

3. **Principal Interior Finishes -** Describing finishes for typical areas, areas subject to heavy use or traffic, toilet areas, and food service areas and any special finishes for example, entry lobby, etc.

4. **Mechanical Systems -** Outlining tentative selection of energy heating-cooling systems and control methods, including relationship to existing systems, if appropriate.
5. **Electrical Systems -** Outlining tentative distribution method, typical lighting types and levels, fire protection, emergency and communication systems

6. **Pollution Control -** Outlining proposed methods of compliance and recommendations for additional controls

7. **Handicapped Requirements -** Stating where standards for handicapped have not been complied with and giving reasons for noncompliance.

B. **Interrelationship Review -** Describing provisions for compatibility among structural, mechanical and electrical systems; size and location of mechanical-electrical equipment spaces.

C. **Code Analysis -** Providing written statement describing methods proposed to comply with governing codes and regulations, including zoning, occupancy, life safety, fire resistance, fire protection and structural adequacy,

D. **Program Conformance Analysis -** Providing general statement describing how proposed design meets the functional and statistical requirements of the program. Describing any departures from program or any recommended changes and reasons thereof.

E. **Area Volume Statistics -** Comparison of schematic design proposed versus programmed, net and gross areas for each room and floor. Show areas on plans.

F. **Project Cost Estimate -** Based on the documentation, an update of the project cost budget including all Site Development, Hard Construction and Soft Costs necessary for a "turn-key" project.