

TOWN OF SOMERS

COMMUNITY CENTER



REQUEST FOR
QUALIFICATIONS

STATEMENTS OF

QUALIFICATION DUE:

11:00 A.M. MAY 18, 2022

SECTION 1. NOTICE OF REQUEST FOR QUALIFICATIONS

The Town of Somers is requesting Statements of Qualifications from professional, qualified firms or individuals experienced in the design and construction of Municipal facilities. The Town of Somers wants to replace its existing Senior Center with a new multi-use Community Center.

Responses to this Request for Qualifications (RFQ) are sought from professional, qualified architectural firms capable of conducting a spatial and feasibility study and preparing a preliminary design for a new Community Center.

A complete response to this RFQ must include five (5) copies of a bound written Statement of Qualifications plus a PDF format version submitted electronically to trolland@somersct.gov.

Statements of Qualification will be received until 11:00 A.M. on Wednesday, May 18, 2022, at the Somers Town Hall located at 600 Main Street, Somers, CT 06071.

Prospective firms and individuals must select a method of delivery that ensures the Statement of Qualifications will be delivered to the correct location by the due date and time.

This RFQ may be downloaded from the Town of Somers website using the following link: www.somersct.gov. Any amendments or clarifications of the RFQ issued by the Town will also be posted to this website.

Interested firms or individuals must identify any potential or perceived conflict of interest (personal and/or property interest in the subject scope of work). All interested firms and individuals responding to this RFQ must follow all federal, state, and local laws.

The Town reserves the right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm or individual who has submitted a fully responsive Statement of Qualifications and who is determined by the Town to be a professional, qualified firm or individual to be in the best interest of the Town, or (4) take whatever action or make whatever decision it determines to be appropriate. The Town of Somers assumes no obligation in this general solicitation of Statements of Qualifications. The interested firms or individuals shall bear all costs and expenses of responding to this RFQ.

The Town of Somers has a population of approximately 10,000 people and is located in Tolland County, CT. The Current Somers Senior Center is located at 19 Battle Street.

The purpose of this RFQ is to obtain Statements of Qualifications from architectural firms that are qualified and capable of evaluating the spatial and functional needs of the community to construct a new Community Center.

The Community Center is envisioned to include space for senior and recreational activities of approximately 10,000 – 12,000 square feet.

If following completion of this initial scope of work, the Town decides to move forward with construction, the work content may be amended to include design development, construction documents, and construction phase services. The firm or individual selected by the Town would, at a minimum, be expected to complete the following tasks:

Task 1: Space Needs Assessment and Program Development

Description:

The spatial needs assessment is an essential part of a comprehensive planning approach to guide the decisions in designing an addition. The firm shall work with Town and Department staff to assess the functional needs of each of the Departments. The assessment should provide an independent analysis of the current and future spatial requirements of each Department. After completing the Space Needs Assessment, the firm shall prepare a comprehensive and complete program addressing the functions to be performed by the Departments within the proposed spaces.

Deliverables:

Written reports summarize the Recreation and Leisure Services Department's spatial needs and a program list with function and square footage amounts.

Task 2: Site Evaluation

Description:

Provide a preliminary assessment and evaluation of proposed site conditions for a new Community Center located at 600 Main Street behind the existing Town Hall. The firm will be expected to perform the site analysis to include archaeological investigation, sub-surface soil conditions, stormwater drainage management, location of utilities (sewer, water, etc.), and evaluation of vehicular access and flow. This will include consultation with Town staff, maximum utilization of available engineering and other data related to the site, and additional services to provide a complete evaluation. The exact scope of additional services required beyond currently available data will be determined as part of the contract negotiation process.

Deliverables:

Report evaluating the adequacy of the proposed construction of a new Community Center facility.

Task 3: Schematic Design Plan

Description:

Develop preliminary design drawings and architectural renderings focusing on site plans, building plans fitted to the existing structure, exterior elevations, and primary building systems. Development of this task should include interaction with the various involved town departments and staff members. A minimum of three schematic design sessions reflecting incorporating changes recommended by the town departments and staff should be planned.

Deliverables:

Prepare final schematic design plans for all work. Develop communication tools, including color renderings and sketches for public meetings and presentations at Town Board meetings.

Task 4: Total Project Cost Estimate and Schedule

Description:

Provide a detailed project cost estimate that includes all soft costs related to design and construction, including, but not limited to, project management fees and contingencies. Provide a complete proposed project schedule, including realistic deadlines for future design development and construction phases.

Deliverables:

A report summarizing the detailed cost estimates, appropriate cost allowances, and estimated time frames for implementing all design and construction phases. The town's goal is to complete the work outlined in this Request for Qualifications within approximately 120 days following the issuance of a Notice to Proceed.

SECTION 2. MINIMUM QUALIFICATIONS AND CRITERIA FOR EVALUATION

The firm or individual ultimately selected is expected to hold the following minimum qualifications and will be evaluated on the following criteria:

- A. Demonstrated knowledge and recent experience designing and completing successful municipal facility projects within the scope, schedule, and budget.
- B. Demonstrated ability to accurately assess current and future needs.
- C. Creativity in developing unique design solutions.
- D. Ability to bring a complete, competent team addressing all necessary disciplines.
- E. Quality of the information presented in the Statement of Qualifications and completeness, relevance, and organization of the information and materials presented.
- F. Qualifications of architecture design team members to lead the project effort.

This must include identifying the team members assigned to this project, not just available staff.

A selection committee will review the Statements of Qualifications submitted in response to this RFQ and may request interviews with some firms or individuals. The selection committee will rank the top firms and individuals based on Statements of Qualifications and interviews (if conducted).

SECTION 3. STATEMENT OF QUALIFICATIONS: RESPONSE FORMAT

The Statement of Qualifications should include the following information in order and format describing the prospective consultant's availability, interests, qualifications, and recent relevant experience. Concise reports are preferred.

A. Consulting firm or individual's information:

1. Cover letter indicating the RFQ due date and title, the firm or individual's name, address, telephone number, and email contact information;
2. Firm or individual profile;
3. Identify the team members, provide the team members' resumes, and identify the agents and subcontractors (if any) that the firm or individual anticipates assigning in conjunction with this project. Include a discussion of the expertise of the individuals who will be assigned to the project team, along with a description of their roles;
4. Describe why the firm or individual is the best qualified to perform the scope of services in a timely and responsive manner;
5. A schedule showing the various tasks, the time to complete each task, and a total time frame proposed to complete the project;
6. Provide at least three (3) public entity references (with contact name, address, and telephone number) for which the firm and proposed key personnel have performed (or are performing) that represents work of a similar type, scope, and complexity;
7. Identify whether the proposed project architect and other consultants are licensed to practice within the State of Connecticut; and
8. Identify any legal proceedings, arbitrations, complaints, or court actions filed by any person against the firm or individual within the last three (3) years for any project in which the firm or the individual participated.

B. Conflict of Interest: Provide a statement that discloses any past, ongoing, or potential conflicts of interest that the firm or individual may have due to performing work in response to this RFQ.

SECTION 4. NEGOTIATIONS

Once the most qualified firm is selected, a cost proposal will be requested. Based on the information submitted and internal budgetary considerations, it may be necessary

to adjust the Scope of Work based on funding limitations and input from the selected firm. If negotiations cannot produce a contract, an impasse will be declared, and the Town will open talks with the second-ranked firm. If an agreement cannot be reached with the second-ranked firm, contract negotiations will begin with the third-ranked firm. This process continues until all interviewed firms are exhausted, or a firm is awarded a contract.

SECTION 5. RECORDS AND FINANCIAL DATA

All correspondence with the Town, including responses to this RFQ, will become the exclusive property of the Town upon receipt and will become public records under the Connecticut Freedom of Information Act. All documents submitted in response to this RFQ will be subject to disclosure if requested by a member of the public. There are a minimal number of exceptions to this disclosure requirement. Until a firm or an individual is selected during this selection process, the Town will not disclose proposals (or any parts thereof), except as required under applicable law. This means that, depending on the nature or timing of the request, that information may not remain private or confidential or be publicly disclosed.

SECTION 6. GENERAL PROVISIONS

Each prospective firm or individual submitting a Statement of Qualifications in response to this RFQ agrees that the preparation of all materials for submittal to the Town and all presentations are at the firm or individual's sole cost and expense. The Town will not, under any circumstance, be responsible for any fees or expenses incurred by a prospective firm or individual. In addition, each prospective firm understands and agrees that all documentation and materials submitted with a Statement of Qualifications will remain the Town's property and become a public record; the Town will assume ownership of all documents and deliverables submitted by prospective firms and individuals.

The release of this RFQ does not commit the Town to the selection of a firm or an individual and does not commit the Town to enter into any agreement with a firm or an individual identified by the Town through this process as the most qualified to provide the services described in this RFQ.

To the extent applicable, prospective firms and individuals are responsible for conducting necessary investigations and examining appropriate public records. Failure to do so will not act to relieve any condition of a potential professional services agreement or the requirements set out in this RFQ. It is mutually understood and agreed that submitting a Statement of Qualifications shall prove that the prospective firm has made such examinations and investigations. No request for modification of a Statement of Qualifications shall be considered after its submission because the prospective firm or individual was not fully informed of any fact or condition.

A prospective firm or individual may withdraw their proposal before the date and the time set forth herein as the deadline or submittal of Statements of Qualifications.

The Town reserves the right to request additional information from any prospective firms or individuals as deemed necessary by the Town to evaluate the proposals. However, this process may not be used as an opportunity to submit missing documentation or make substantive revisions to the original Statement of Qualifications.

Without limiting its liability, the selected consultant shall maintain, during the life of the contract: Worker's Compensation Insurance, Comprehensive General Liability Insurance, Automobile Liability Insurance, and Consultant's Professional Liability Insurance. This coverage may not be canceled, reduced, or allowed to lapse without written notice to the Town of Somers.

All Statements of Qualifications will remain in effect and be legally binding for at least one hundred twenty (120) days from submission.

This Request for Qualifications shall be governed by the laws of the State of Connecticut.

The deadline for technical questions is 11:00 A.M., May 11, 2022. Unless otherwise directed, all communications regarding this RFQ, including all questions, shall be submitted in writing to Todd Rolland, Director of Public Works, via e-mail at trolland@somersct.gov.

No answers will be given over the phone. Written answers shall be provided as an RFQ amendment and posted on the Town of Somers website for all interested parties no later than the close of business on May 18, 2022.

SECTION 7. TENTATIVE SCHEDULE

The following is the Town's tentative schedule for the selection of a consultant:

- April 27, 2022 RFQ Release Date,
- May 11, 2022 – 11:00 A.M. Technical Questions Deadline,
- May 18, 2022 – 11:00 A.M. Qualification due from interested vendors,
- May 23 – 27 Town Staff Review of Statements,
- May 30 – June 03, Interviews (as necessary)
- June 15, 2022, Anticipated Award of Professional Services Agreement.



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