

Town of East Windsor

REQUEST FOR QUALIFICATIONS

For

Architectural Design Services
for
Field Lighting and Playground Design

Issue date: September 12, 2022

QUESTIONS:

Contact: Director of Recreation & Community Service, Melissa Maltese
mmaltese@eastwindsorct.com

No questions will be accepted after October 3, 2022

TABLE OF CONTENTS

I.	INVITATION TO SUBMIT	3
II.	GENERAL SCOPE OF SERVICES	3
III.	TIMELINE OF THE RFQ PROCESS	4
IV.	INSURANCE REQUIREMENTS	5
V.	MINIMUM QUALIFICATIONS	7
VI	WRITTEN PROPOSAL	7
VII.	GENERAL TERMS AND CONDITIONS.....	7
VIII.	FEE PROPOSAL & BID FORM	9-10

I. INVITATION TO SUBMIT

The Town of East Windsor is seeking an Architectural firm to provide design services for the preparation of plans and construction documents for Field Lighting and Playground Design located at 28 Abbe Rd, East Windsor, CT 06088 and 27 Reservoir Ave Broad Brook, CT 06016. Proposals should be addressed and delivered to:

**Attn: Mrs. Melissa Maltese Director of Recreation & Community Service
11 Rye St, Broad Brook, CT 06016.**

All Proposals shall be delivered by: October 11, 2022, 1:00pm

The documents included as part of this RFQ are as follows:

1. Request for Proposals – this document

II. PROJECT DESCRIPTION - SCOPE OF SERVICE

- Soccer Field Lighting at 28 Abbe Rd East Windsor, Project would include designing for the installation of poles and LED lights on the large soccer field at Abbe Rd Soccer Complex as well as the addition of 10 parking lot LED lights.
- Playground at 27 Reservoir Ave Broad Brook, Project would include designing and engineering for the installation of a sensory driven, multi-age, and multi-level all-inclusive playground with zero depth entries, as well as playground safety surfacing and shade structures. Installation of sidewalk to access playground as well as seating within playground setting.

Services to be included are as follows.

1. Participation in the contractor scope review and selection process.
2. The hiring of any consultants required to complete the job and review of all submittals.
3. The on-going inspection of the installation progresses to ensure compliance with the specifications.
4. The review of all invoices for accuracy prior to submission to the client.
5. The development of the punch list.
6. Final inspection and acceptance of the project as complete.

Project Deliverables

- Drawings, specifications, and any associated technical data (calculations, suggested

- manufacturers' products, photographs, etc.) complete and ready for bidding.
- A proposed schedule for achieving the design goals within the master schedule proposed by the Town

The architect is expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the Architect's office, Town of East Windsor, on site, or elsewhere (unlimited).

III. TIMELINE OF THE RFQ PROCESS

The following timeline will be followed:

Issue RFQ: **September 12, 2022**

Mandatory Site Visit: **September 26, 2022**

28 Abbe Rd East Windsor

Question due back: **September 30, 2022**

RFQ due back from qualified firms:

October 11, 2022, 1:00pm

Interviews if needed

Firm selection

IV. INSURANCE REQUIREMENTS

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at the Parks.

Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as "A-VII" or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, the Town of East Windsor.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

The Town of East Windsor also requires that they be named as an additional insured on your general liability policies. Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) or ISO Endorsement CG 20 26 (or equivalent), and ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects. These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the Town of East Windsor as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide the Town of East Windsor with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by the Town. The amounts of insurance available to the Town as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies or the amounts specified below, whichever is greater. Coverage provided under excess or umbrella policies must be at least as broad as that found in

required underlying policies. All coverage must be primary and noncontributory as to the Town of East Windsor. The proper name for the entity to be named as additional insured is: "The Town of East Windsor, and/or related or affiliated entities." Evidence of compliance with these requirements is with the ACCORD form 25, "Certificate of Liability Insurance", plus copies of any required additional insured endorsements. Certificates should be sent to: Mrs. Meissa Maltese Director of Recreation & Community Service 11 Rye St, Broad Brook, CT 06016.

Current insurance certificates must be furnished to the Town of East Windsor at all times. Replacement certificates must be furnished ten (10) days prior to the expiration or replacement of referenced policies. The Town of East Windsor reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

The Town of East Windsor reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

	Independent Contractor (Major projects or engagements)
Commercial General Liability	<p>\$1,000,000 per occurrence/ \$2,000,000 aggregate bodily injury/property damage \$1,000,000 Personal and Advertising Injury \$2,000,000 Products-Completed operations aggregate The CGL policy must include coverage for:</p> <ul style="list-style-type: none">• liability from premises and operations.• liability from products or completed operations.• liability from actions of independent contractors.• liability assumed by contract.

Conditions	<p>All coverage provided to the Town of East Windsor under this section must be primary and non-contributory with any other insurance available to the Town of East Windsor. The Town of East Windsor must be specifically named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent acceptable to the Town of East Windsor. The Town of East Windsor must <i>also</i> be named as “additional insured” for Products/Completed Operations on your CGL policy with form CG 20 37 or equivalent acceptable to the Town of East Windsor.</p> <p>Any Aggregate limit must apply per job/project.</p> <p>Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
Automobile Liability	<p>\$1,000,000 each accident \$2,000,000 aggregate for bodily injury/property damage, including hired owned & non-owned vehicles.</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
Umbrella Liability	<p>\$5,000,000</p> <p>Limits must be excess over underlying limits described above. All coverage provided to the Town of East Windsor under this section must be at least as broad as that found in the underlying policies and must be primary and non-contributory with any other insurance available to the Town of East Windsor.</p>
Workers' Compensation	<p>Liability meeting statutory limits mandated by the state and Federal laws with minimum limits of: \$500,000 each accident for bodily injury by accident \$500,000 each employee for bodily injury by disease \$500,000 policy limit for bodily injury by disease</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
Employers Liability	<p>\$500,000 each accident</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
Professional Liability	<p>\$2,000,000 per occurrence/ \$5,000,000 aggregate. Maximum deductible \$100,000. Extended reporting period for (6) years following termination of this agreement.</p>

V. MINIMUM QUALIFICATIONS

All design professionals shall be licensed by the State of Connecticut in their respective field of expertise and have a minimum of 10 years' experience.

VI. WRITTEN PROPOSAL

The written proposal is due October 11, 2022, at 1:00 PM. Firms are required to submit three (3) hardcopies their proposal to:

**Mrs. Melissa Maltese Director of Recreation & Community Service
11 Rye St, Broad Brook, CT 06016.**

VII. GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal hereby accepts and will comply with them in their response to this Request for Proposal.

1. **Acceptance or Rejection by The Town of East Windsor** – Town of East Windsor reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town of East Windsor. Respondents whose proposals are not accepted will be notified in writing.
2. **Ownership of Documents** – All proposals submitted in response to this RFQ are to be the sole property of the Town of East Windsor and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the Town of East Windsor unless stated otherwise in the RFQ or contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFQ will ultimately be determined by Town of East Windsor.
5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
6. **Amending or Canceling Requests** – The Town of East Windsor reserves the right to amend or cancel this RFQ prior to the due date and time, if it is in the best interest of the Town of East Windsor to do so.
7. **Rejection for Default or Misrepresentation** – The Town of East Windsor reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. **Clerical Errors in Awards** – The Town of East Windsor reserves the right to correct inaccurate awards resulting from its clerical errors

9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.
10. **Changes to Submissions**– No additions or changes to the original RFQ will be allowed after submittal.
11. **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFQ will become part of any contract award.
12. **Rights Reserved to Town of East Windsor**– the Town of East Windsor reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town of East Windsor will be served.
13. **Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFQ confers no right of withdrawal after the time fixed for the acceptance of the submission.
14. **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by Town of East Windsor.
15. **Cost of Preparing RFQ** – The Town of East Windsor shall not be responsible for any expenses incurred by the organization in preparing and submitting a RFQ. A RFQ 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.
16. **Definition of Terms** - For the purposes of this RFQ, whenever the word “respondent” appears, it shall refer to “Architect” and whenever the word “Architect” appears, it shall refer to “respondent”.

VIII. FEE PROPOSAL & BID FORM

Firms must acknowledge that the costs of items listed below are included in their base fee by the proposed principle initialing the service in the column provided. If an item is not initialed it will be considered not included in the base fee therefore the committee will consider the fee proposal non-responsive and the firm may not be considered for the project.

Services	Breakout costs	COSTS INCLUDED Initial
Mechanical and Electrical engineering		
Structural engineering		
As-designed record drawings		
As-constructed record drawings		
Coordination of Owner's consultants, as necessary		
Insurance limits as described in the RFP.		

Bid Form

Field Lighting Design Fee: _____

Playground Design Fee: _____

Firm: _____

Name: _____
(Please Print)

Signature: _____

Date: _____