

# **Town of East Windsor Broad Brook Fire Department**

## **REQUEST FOR PROPOSALS**

For

Architectural Services  
for  
Strategic Assessment of Fire Department  
Facilities

Issue date: July 1, 2023

QUESTIONS:

**Contact: Assistant Chief of the Fire Department Gerald Bancroft  
gbancroft@bbfd.org**

No questions will be accepted after July 17, 2023

**LEGAL NOTICE**

REQUEST FOR PROPOSALS

**Architectural Services for Strategic Assessment of Fire Department**

Proposals will be accepted at:  
Office of the First Selectman  
ATTN: Assistant Chief Gerald Bancroft  
11 Rye Street  
Broad Brook, CT  
06016

Proposals will be accepted until 11:00am Eastern Daylight Time on August 1, 2023. Instructions to bidders may be obtained at **<https://www.eastwindsor-ct.gov/invitations-bidrfps/pages/open-invitations-bidrfps>**.

The Town of East Windsor - Broad Brook Fire Department (BBFD) is seeking an Architectural firm to provide architectural assessment and peremptory design services which assesses the strategic use and placement of Town of East Windsor - Broad Brook Fire Department physical facilities within BBFD's jurisdictional area.

Qualified firms are required to submit their Proposal in accordance with the solicitation package requirements. Firms must comply with all municipal, state, and federal affirmative action and equal employment opportunity practices.

The Town of East Windsor - Broad Brook Fire Department reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of East Windsor.

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## I. INVITATION TO SUBMIT

The Town of East Windsor - Broad Brook Fire Department (BBFD) is seeking an Architectural firm to provide architectural assessment and peremptory design services which assesses the strategic use, and placement of Town of East Windsor - Broad Brook Fire Department physical facilities within the Fire District. Proposals should be addressed and delivered to:

**Bidders are required to submit the following documents in response to this solicitation:**

- Four (4) hard copies of the qualifications proposal.
- One (1) copy of the fee proposal in a separate, sealed envelope.
- One (1) electronic copy of the qualifications and fee proposal.

Proposals are to be delivered in a sealed envelope or package bearing on the outside the wording; **Architectural Services for Strategic Assessment of Fire Department**

Proposals may be mailed or hand-delivered to:

Office of the First Selectman  
Town of East Windsor  
11 Rye Street  
Broad Brook, CT 06016  
ATTN: Assistant Chief Gerald Bancroft

**Selection timeline:** RFQ/P Issue Date: July 1, 2023

Any Requests for Information Deadline July 17, 2023 by 12:00 P.M.

Proposal Due Date: August 1, 2023 11:00 A.M.

Optional site visit: July 11, 2023 at 10:00 A.M. at the Town of East Windsor – Broad Brook Fire Department, 125 Main Street, Broad Brook, CT.

Questions concerning this RFP may be directed via email to Gerald Bancroft at [gbancroft@bbfb.org](mailto:gbancroft@bbfb.org) no later than **July 17, 2023 – 12:00 PM**. Responses, in the form of Addenda, will be posted to the Town of East Windsor website and the CT DAS website.

Absolutely no extensions will be granted. The selected architect will be expected to begin work immediately upon receipt of a letter from the Town directing the commencement of work. All firms submitting a proposal will be notified of the Owner's decision in writing.

The Town of East Windsor - Broad Brook Fire Department reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of East Windsor.

Architectural Services (as hereinafter defined) shall be performed pursuant to the AIA document;

AIA B101 – 2017 Standard Form of Agreement Between Owner and Architect, as negotiated and amended with the successful bidder.

**All Proposals must be received no later than 11:00 a.m. on August 1, 2023**

This Request for Proposal includes all required documents herein.

**II. PROJECT DESCRIPTION - SCOPE OF SERVICE & DELIVERABLES**

**A. Phase I: Facility Planning**

**1. Existing Facility Evaluation**

- a) Work with town and Fire Department stakeholders to develop condition assessment of existing facilities.
- b) Review the existing building envelope and facility performance for heating/cooling and energy efficiencies.
- c) Review existing mechanical/electrical/plumbing systems.
- d) Evaluate facilities based on current International Building Code, with Washington Amendments, NFPA, MVMC and WAC requirements.
- e) Evaluate facilities based upon OSHA, NFPA, and ADA requirements.

**2. Program Development**

- a) Assess current programs/services provided by the Fire Department, and projected operations and facility needs, up to and including other agencies that may be incorporated into combined emergency services.
- b) Work with town stakeholders to develop a program for each project.
- c) Provide information substantiating program requirements.
- d) Review alternative site selections for the facility.
- e) Evaluate subject site(s) for possible development of a new fire station. Up to three sites may be evaluated. Factors to be considered should include (but not be limited to) the following:
  - (1) Traffic impacts for station response time as well as the traffic impact to the surrounding neighborhood.
  - (2) Cost and ownership
  - (3) Zoning
  - (4) Environmental considerations
  - (5) Potential for site contamination
  - (6) Size and shape of the parcel(s)
  - (7) Necessary off-site improvements

**3. Concept Design**

- a) Develop conceptual design options for the station with stakeholder involvement.
- b) General description of the strengths and weaknesses of the developed concepts.
- c) Engage public and present conceptual designs through public outreach efforts.
- d) Refine preferred concept scheme.
- e) Refined concept design shall include the following:
  - (1) Generalized Site plan
  - (2) Basic Floor plan

(3) Description of the Exterior character of building(s)

4. Cost Estimating

- a) Prepare initial and budgetary construction cost estimates based on preferred concept design scheme for each project – with a 5, 10, 15-year incremental plan for cost increases should the project require political delay.
- b) Provide budgetary total cost projection, including construction costs, consultant costs, jurisdictional fees, FF&E, contingencies, and other owner costs.
- c) Provide information substantiating costs
- d) Identify recommended priority of improvements based on the project findings and town needs.

**Services to be included are as follows.**

1. Participation in the scope review.
2. The on-going inspection of the existing facility, and alternative selected sites.
3. The review of all invoices for accuracy prior to submission to the town.
4. The development of a project plan.
5. Final preparation of the project as complete.

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. INSURANCE REQUIREMENTS**

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work on Town of East Windsor property. 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: Assistant Chief Bancroft at the email listed in the beginning of this RFP.

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.

	<b>Independent Contractor (Major projects or engagements)</b>
<b>Commercial General Liability</b>	<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</p> <p>The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> <li>• liability from premises and operations.</li> <li>• liability from products or completed operations.</li> <li>• liability from actions of independent contractors.</li> <li>• liability assumed by contract.</li> </ul>

<b>Conditions</b>	<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>
<b>Automobile Liability</b>	<p>\$1,000,000 each accident \$2,000,000 aggregate for bodily injury/property damage, including hired owned &amp; non-owned vehicles.</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
<b>Umbrella Liability</b>	<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>
<b>Workers' Compensation</b>	<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>
<b>Employers Liability</b>	<p>\$500,000 each accident</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
<b>Professional Liability</b>	<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>

#### IV. MINIMUM QUALIFICATIONS

All design professionals shall be licensed by the State of Connecticut in their respective field of expertise and have a minimum of 5 years’ experience.



**V. WRITTEN PROPOSAL**

Firms shall provide a written proposal with the following required sections:

- 1) Firm history and qualifications.
- 2) Key personnel and qualifications.
- 3) Similar projects (at least 3).
- 4) Plan for achieving the desired services listed above, including a quality plan.
- 5) Timeline for services to be provided.
- 6) Fee structure (time and materials).
- 7) Acceptance of prescribed terms and conditions below.

**VI. 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 - Broad Brook Fire Department** – Town of East Windsor - Broad Brook Fire Department 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 - Broad Brook Fire Department. Respondents whose proposals are not accepted may 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 - Broad Brook Fire Department and the Town of East Windsor, will be 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 - Broad Brook Fire Department and 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 - Broad Brook Fire Department.
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 - Broad Brook Fire Department 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 to do so.
7. **Rejection for Default or Misrepresentation** – The Town of East Windsor - Broad Brook

Fire Department 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 - Broad Brook Fire Department 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 - Broad Brook Fire Department**– the Town of East Windsor - Broad Brook Fire Department 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 - Broad Brook Fire Department 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 - Broad Brook Fire Department.
15. **Cost of Preparing RFQ** – The Town of East Windsor - Broad Brook Fire Department 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**

Firms must acknowledge that the costs of services to be provided are included in their base fee by the proposed principle initialing the service. Firms should itemize all fees proposed for the provision of the services listed above in their proposal.