



**TOWN OF MANSFIELD
Facilities Management Department
Request For Qualifications and Proposal (RFQ/RFP)**

On-Call Mechanical Engineering Services
On-Call Electrical Engineering Services
On-Call Architectural Services
On-Call Structural Services

Submission Deadline:
10:00 a.m., Friday, December 28, 2018

Submission Contact and Address:

Office of the Director of Finance
Finance Department
4 South Eagleville Road
Mansfield, Connecticut 06268

Background

The facilities of the Town of Mansfield are located east of Hartford in Mansfield, Connecticut. The Town takes care of four school buildings, grades pre-Kindergarten to eighth. Additional facilities the department maintains include Mansfield Daycare, Mansfield Community Center, Senior/Wellness Center, Mansfield Library, Maintenance Shop, Town Hall, Public Works Complex, Animal Control Facility, Three Small Park Buildings, Historical Society, Old Eagleville School House and Three Fire Stations.

The Facilities Management Department has been maintaining these buildings drawing funds from the operating budget and also making capital improvements as needed.

Overview

The Facilities Management Department invites interested parties to submit qualifications and fees based on the requirements of the enclosed RFP. The Facilities Management Department solicits proposals from qualified full-service Mechanical, Electrical, Architectural, and Structural engineering firms to provide "On-Call" professional services on an as needed basis. The Town intends to utilize the consultant when projects cannot be completed by the Town or when the complexity of the project requires additional expertise. All work performed for the Town in this capacity shall be under the direction of licensed architects and engineers licensed by the State of Connecticut. The selected consultant will work with the Facilities Management Department or its designee.

It is the intention of the Town to select consultants for each on-call Mechanical, Electrical, Architectural, and Structural service separately. It is requested that proposals conform to this request as closely as possible. The Town will have sole discretion as to which projects, if any, will be assigned to the selected Consultant. The Town reserves the right to advertise via competitive Request for Proposals any other projects it deems appropriate. The selected Consultants will be afforded the opportunity to submit proposals on any advertised RFP.

The Consultant must also have the capability of generating computer-aided designs or drawings (CAD) which are compatible with a current AutoCad operating system.

Submission Requirements

Submission Due Date:

Qualifications and proposals will be accepted at the Finance Office, 4 South Eagleville Road, Mansfield, CT 06268, until Friday, December 28, 2018, at 10:00am. Proposals received after that time will not be considered. Submissions will be reviewed by staff. Submittals may be withdrawn 90 days after opening, if no award has been made.

Directions for Submissions:

Interested companies are required to submit one (1) original hard copy with two (2) additional hard copies. Hard copies are to be delivered to the Finance Office at the address listed on cover. A separate proposal shall be submitted for either discipline applying for. All proposals should be submitted in a clear, concise and legible manner to permit proper evaluation. Hourly rate schedule(s) shall be submitted in a separate sealed envelope using the form provided in the bid proposal.

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this RFP, each proposal should provide detailed responses to each of the following requirements as listed here:

1. **Letter of Transmittal**

A letter of transmittal addressed to Office of the Director of Finance, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFP. The letter should also include a brief discussion of the respondent's background, experience, and ability to perform this contract in accordance with the Scope of Services.

2. **Experience**

Please provide a detailed written summary of the firm's history and experience and capability in providing the full range of on-call mechanical engineering, electrical engineering, and architectural services in the

State of Connecticut. Please provide a listing of clients for whom similar services were performed and the nature of the project. A minimum of five (5) references are to be provided with all contact information.

3. Staff Plan
Identify key personnel whom the firm has designated to work on projects under this contract, their state certifications, their background and experience and their areas and levels of responsibility. Please provide the resumes of all key personnel architects and/or engineers as well as a copy of current professional licenses issued by the State of Connecticut.
4. Management Plan
Describe Consultant's management system and how it will function to ensure timely delivery of on-call engineering services.
5. Letters of Reference
Consultant must provide a minimum of five (5) letters of reference, sufficiently detailed to include names, titles, addresses and telephone numbers as to allow the Town to contact these references. Please request that all letters are sufficiently detailed to indicate the type of services performed and deliverables provided. References should be from recent recipients of the Consultant's services within the past two years.
6. Service Plan
Provide a detailed itemized plan of proposed services.
7. Services Expected of the Town
Define the nature and scope of all services to be provided by the Town.
8. Fee Proposal (SEALED ENVELOPE)
Respondents are required to submit as their fee proposal an hourly rate schedule to perform all the services outlined in Scope of Services, using the format provided in the Bid Proposal Form. The fee proposal must list the hourly rates for all principal architects, engineers, assistant architects and/or engineers, draftsman, technicians, inspectors, other key personnel, and clerical workers to be assigned to this contract. Any additional reimbursable costs associated with the performance of these services must be clearly delineated in the fee proposal submitted. The Town reserves the right to negotiate rates with the selected Consultant on a project-by-project basis.

Proposal:

The fee proposal shall be hourly rates for labor for each classification listed on the Bid Proposal Form. All pricing quoted shall remain fixed for a period of two (2) years from the date of the proposal opening. The contract may be extended for two (2) additional one year periods, subject to availability of funds and upon mutual written consent.

Insurance Requirements:

The Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the Contractor and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the State of Connecticut or otherwise acceptable to the Town. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Contractor. Full disclosure of any non-standard exclusions is required for all required coverages.

The coverage indicated below at not less than the specified limits are required for this project (agreement):

- A. Comprehensive General Liability coverage naming the TOWN OF MANSFIELD as additional insured, written on an occurrence basis: \$1,000,000 per occurrence, \$1,000,000 aggregate
- B. Automobile Liability coverage, including coverage for owned, non-owned, or hired autos: \$1,000,000 per accident-combined single limit
- C. Workers' Compensation Coverage, (as per Connecticut law and custom) and employer's liability coverage \$100,000 (each accident) /\$500,000 (Disease, each employee) /\$100,000 (Disease, policy limit) limits or "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.

The required insurance form shall be certified by a duly authorized representative of the insurer(s) and incorporated into and made a part of this agreement. Properly executed certificates signifying adequate coverage in effect for the duration of the contract with renewal certificates issued not less than 30 days prior to expiration of a policy period, must be submitted with the bid on file with the Town prior to commencement of this project (agreement).

Insurance as required by the Town of Mansfield shall be furnished by the Contractor to the Town. The Town of Mansfield shall be listed as "additional insured" by name on all insurance certifications except Worker's Compensation & Employers Liability. Failure of the Contractor to maintain all required insurance in accordance with the Contract shall constitute a material breach of the Contract and shall subject the Contractor the Town's withholding liquidated damages from the Contractor in the amount of five percent (5%) of the total Contract price, as it may be amended by construction orders, subject to the continued commercial availability of such coverage.

The Contractor shall not commence work under this contract until he has obtained all the insurance required above of the Information for Bidders attached hereto and such insurance has been approved by the Town. The Contractor shall furnish the Town with certificates showing the type, amount, class of operations covered, effective dates, and dates of expiration of policies. Such certificates shall also contain substantially the following statements: "The insurance covered by this certificate will not be canceled or materially altered, except after ten (10) days written notice has been received by the Town."

Each policy of insurance shall include a waiver of subrogation in favor of the Town of Mansfield and shall provide no less than thirty (30) days' notice to the Town in the event of a cancellation or change in conditions or amounts of coverage.

Indemnification:

The Bidder is aware of and agrees that, if awarded an Agreement, he is bound by the following indemnification language:

To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards, commissions, officers, officials, employees, agents, representatives, and servants from any and all suits, claims, losses, damages, costs (Including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

- Bodily injury, sickness, disease, or death; and/or
- Damage to or destruction of property, real or personal; and/or
- Financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern, including officers, employees, agents, Subcontractors or servants of the Town, or the Contractor, or by the public, which is cause or alleged to have been caused in whole or in part by the negligent act(s) or omission(s) of the Contractor, its officers, employees, agents, or Subcontractors, in the performance of this Agreement or from the inaccuracy of any representation or warranty of the Contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the Agreement relating to insurance requirements.

To the fullest extent permitted by law, the Contractor agrees to release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards and commissions, officials, officers, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or damage that may arise out of the failure of the Contractor, its officers, agents, employees or Subcontractors to comply with any laws or regulations of the United States of America, the State of Connecticut, the Town of Mansfield, or their respective agencies. This undertaking shall not be affected by other portions of the Agreement relating to insurance requirements.

Vendor Warranty:

Vendor hereby agrees to:

- a. Perform contract in accordance with the specifications and bid under which the contract was awarded.
- b. Warranty the products or services against defective material or workmanship and to repair or replace any damage or marring of products occasioned in transit.
- c. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the premises or equipment, to his own work or to the work of other contractors.

- d. Indemnify, defend, and hold harmless the Town, its agencies, agents, offices, servants or employees from any action, law suit or judgment arising out of defects in its products, materials or workmanship, negligence in its activities or breach of its agreement with the Town, including the cost of defense and counsel fees.

Articles which in any respect fail to conform to the specifications upon which the award is made will be rejected and held subject to the Bidder's disposition and expense.

Contract:

The contract pursuant to this solicitation shall be based upon the request for bid issued by the Town and the offer submitted by the Contractor in response to the request for bid. The offer shall substantially conform to the terms, conditions, specifications, and other requirements set forth within the text of the request for bid. The Town reserves the right to clarify any contractual terms with the concurrence of the Contractor. However, any substantial nonconformity in the offer, as determined by the Town Director of Finance, shall be deemed nonresponsive and the offer rejected.

Such contract shall contain the entire agreement between the Town and the Contractor relating to this requirement and shall prevail over any and all previous Agreements, contract, proposals, negotiations, purchase orders or master Agreements in any form.

Evaluation Criteria & Right to Reject:

The Finance Director may reject any or all proposals or submittals for such reason as it deems proper. In acceptance of proposals or submittals, the Finance Director will be guided by what it deemed to be in the best interest of the town at the time of selection. The Finance Director also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action will be in the best interest of the town. The Town further reserves the right to request to additional information at any time after proposals are opened. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposal. The cost portion of the evaluation will be based upon the fee proposal submitted and will also be used as part of the criteria for selection.

Any and all work will need to be accomplished in the projected timeframes put forth in this Request for Proposal, or in any attached listing of projects by location and projected completion work dates. Contract award may be as a package or broken down by each engineering service based on best value for the Town of Mansfield.

Responses will be reviewed and evaluated by the Facilities Management Department and the candidates may be invited to participate in oral interviews. Criteria to be considered in evaluating proposals will include:

- Qualifications and required licensing or certification for stated work
- Minimum Liability Insurance for stated work
- Ability of professional personnel
- Past record and experience
- Willingness to meet time requirements
- Location
- Workload of the firm
- Technical experience of the company
- Responsiveness in clear understanding of the work to be performed
- Strength of client recommendations
- Local (City, County, Regional) experience

Additional Information:

Additional information may be obtained by contacting:

Allen N. Corson, Director
Facilities Management Department
Phone: 860-429-3326
Email: corsonan@mansfieldct.org

Scope of Services

Scope of Services – On-Call Mechanical Engineering Services

The selected Consultant shall provide comprehensive mechanical engineering services for maintenance and capital improvement projects including, but is not limited to mechanical design and/or construction management services for repair and replacement of town infrastructure, full range of mechanical engineering services including preliminary studies, public outreach, drawings, specifications, estimates, and other professional services to assist the Town with the planning, design, and construction of various mechanical related projects. Additionally the selected firm shall be familiar with meeting State and Local Requirements, State Building Codes, and Contract and Specification writing.

Scope of Services – On-Call Electrical Engineering Services

The selected Consultant shall provide comprehensive electrical engineering services including but not limited to electrical design including, new building electrical design, building rehab, electrical design, site lighting, and general design for various town owned buildings, electrical panel upgrade, etc. and support of complete construction drawings, specifications, estimates, contract administration, project inspection, and planning services or studies to assist the Town with the planning, design, and construction of various electrical related projects, as required. Additionally the selected firm shall be familiar with meeting State and Local Requirements, State Building Codes, and Contract and Specification writing.

Scope of Services – On-Call Architectural Services

The selected Consultant shall provide comprehensive architectural services including but not limited to building, design, building planning, HVAC, plumbing, utilities, site, civil, structural, landscape architecture and geotechnical, for the preparation and support of complete construction drawings, specifications, estimates, contract administration, project inspection, and planning services or studies to assist the Town with planning, design, and construction of various architectural related projects, as required. Additionally the selected firm shall be familiar with meeting State and Local Requirements, State Building Codes, and Contract and Specification writing.

Scope of Services – On-Call Structural Services

The selected Consultant shall provide comprehensive structural services including but not limited to professional engineering, bridge designs, foundation designs, steel designs, concrete designs, pavement structure, building structure, surveying, planning, construction inspection, utilities and other related professional services to assist the Town with planning, design, and construction of various structural related projects. Additionally the selected firm shall be familiar with meeting State and Local Requirements, State Building Codes, and Contract and Specification writing.

For each discipline described above,

1. The selected Consultant must have sufficient staff to assure that staff is and will be available to handle several projects simultaneously to assure task continuity, prompt delivery of services and completion of assigned tasks. The selected Consultant must be able to begin work on assigned projects within ten (10) days of notification. The selected Consultant should have on staff at least two (2) individuals at the project manager level who can be available to supervise projects. Staff to support these two individuals should also be identified in the submitted proposal.
2. Projects shall be assigned by the Facilities Management Department's designated representative. The selected Consultant and the Facilities Management Department's designated representative will negotiate the compensation for each project based on the rate schedule outlined herein. The selected Consultant will not proceed until notification has been received from the Facilities Management Department and an authorization purchase order issued.
3. The selected Consultant must have the capability to provide the Town with expertise in performing other functions, such as, but not limited to, preparation of permit applications, liaison functions and clerical assistance, architectural and engineering reports, planning studies, design, construction

inspection, construction management, testing and survey. It is also understood that the selected Consultant will be required to complete all direct or indirect responsibilities associated with the assigned task so that the intent and desired goal of the Town can be achieved.

4. Responses to shall include a detailed statement indicating the organizational structure under which the firm proposes to conduct business, any and all anticipated sub-consultants, subcontractors, joint ventures, etc. Additionally, the relationship to any “parent” firm or subsidiary firms of the parties concerned must be clearly defined.

**Town of Mansfield
Request for Qualifications and Proposal
On-Call Mechanical Engineering Services, On-Call Electrical Engineering Services,
On-Call Architectural Services, On-Call Structural Services
Bid Proposal Form**

This bid includes Addenda numbered _____

**Proposed Fee Schedule
MECHANICAL ENGINEERING SERVICES**

Only complete rates that apply

SURVEY	POSITION	HOURLY RATE
	Project Manager	\$
	Licensed Land Surveyor	\$
	Two-Man Survey Crew	\$
	Three-Man Crew	\$
DESIGN	POSITION	HOURLY RATE
	Principal Architect	\$
	Principal Project Manager	\$
	Project Manager	\$
	Project Architect	\$
	Project Engineer	\$
	Assistant Architect	\$
	Assistant Engineer	\$
	Technician	\$
	Draftsperson	\$
	Clerical	\$
CAD SERVICES	POSITION	HOURLY RATE
	CAD Engineers	\$
	CAD Operator/Technician	\$
	CAD Manager	\$
CONSTRUCTION ADMINISTRATION	POSITION	HOURLY RATE
	Construction Manager	\$
	Assistant Manager	\$
	Chief Inspector	\$
	Inspector	\$
	Draftsperson	\$
	Clerical	\$

**Town of Mansfield
Request for Qualifications and Proposal
On-Call Mechanical Engineering Services, On-Call Electrical Engineering Services,
On-Call Architectural Services, On-Call Structural Services
Bid Proposal Form**

This bid includes Addenda numbered _____

**Proposed Fee Schedule
ELECTRICAL ENGINEERING SERVICES**

Only complete rates that apply

SURVEY	POSITION	HOURLY RATE
	Project Manager	\$
	Licensed Land Surveyor	\$
	Two-Man Survey Crew	\$
	Three-Man Crew	\$
DESIGN	POSITION	HOURLY RATE
	Principal Architect	\$
	Principal Project Manager	\$
	Project Manager	\$
	Project Architect	\$
	Project Engineer	\$
	Assistant Architect	\$
	Assistant Engineer	\$
	Technician	\$
	Draftsperson	\$
	Clerical	\$
CAD SERVICES	POSITION	HOURLY RATE
	CAD Engineers	\$
	CAD Operator/Technician	\$
	CAD Manager	\$
CONSTRUCTION ADMINISTRATION	POSITION	HOURLY RATE
	Construction Manager	\$
	Assistant Manager	\$
	Chief Inspector	\$
	Inspector	\$
	Draftsperson	\$
	Clerical	\$

**Town of Mansfield
Request for Qualifications and Proposal
On-Call Mechanical Engineering Services, On-Call Electrical Engineering Services,
On-Call Architectural Services, On-Call Structural Services
Bid Proposal Form**

This bid includes Addenda numbered _____

**Proposed Fee Schedule
ARCHITECTURAL SERVICES**

Only complete rates that apply

SURVEY	POSITION	HOURLY RATE
	Project Manager	\$
	Licensed Land Surveyor	\$
	Two-Man Survey Crew	\$
	Three-Man Crew	\$
DESIGN	POSITION	HOURLY RATE
	Principal Architect	\$
	Principal Project Manager	\$
	Project Manager	\$
	Project Architect	\$
	Project Engineer	\$
	Assistant Architect	\$
	Assistant Engineer	\$
	Technician	\$
	Draftsperson	\$
	Clerical	\$
CAD SERVICES	POSITION	HOURLY RATE
	CAD Engineers	\$
	CAD Operator/Technician	\$
	CAD Manager	\$
CONSTRUCTION ADMINISTRATION	POSITION	HOURLY RATE
	Construction Manager	\$
	Assistant Manager	\$
	Chief Inspector	\$
	Inspector	\$
	Draftsperson	\$
	Clerical	\$

**Town of Mansfield
Request for Qualifications and Proposal
On-Call Mechanical Engineering Services, On-Call Electrical Engineering Services,
On-Call Architectural Services, On Call Structural Services
Bid Proposal Form**

This bid includes Addenda numbered _____

**Proposed Fee Schedule
STRUCTURAL SERVICES**

Only complete rates that apply

SURVEY	POSITION	HOURLY RATE
	Project Manager	\$
	Licensed Land Surveyor	\$
	Two-Man Survey Crew	\$
	Three-Man Crew	\$
DESIGN	POSITION	HOURLY RATE
	Principal Architect	\$
	Principal Project Manager	\$
	Project Manager	\$
	Project Architect	\$
	Project Engineer	\$
	Assistant Architect	\$
	Assistant Engineer	\$
	Technician	\$
	Draftsperson	\$
	Clerical	\$
CAD SERVICES	POSITION	HOURLY RATE
	CAD Engineers	\$
	CAD Operator/Technician	\$
	CAD Manager	\$
CONSTRUCTION ADMINISTRATION	POSITION	HOURLY RATE
	Construction Manager	\$
	Assistant Manager	\$
	Chief Inspector	\$
	Inspector	\$
	Draftsperson	\$
	Clerical	\$

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Date _____

(Signed name of bidder)

Corporate Seal _____

(Printed name of bidder)

(Title)

(Company name)

(Address)

(City, State, Zip Code)

(Phone)

(Email)

**Town of Mansfield
On-Call Engineering Services
References**

To Be Submitted with Proposal – Attach Additional Sheets if Required

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired).

Client 1

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

Client 2

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

Client 3

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

Client 4

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

Client 5

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____