

TOWN OF GREENWICH
PURCHASING DEPARTMENT
101 Field Point Road
Greenwich, CT 06830
203 622-7881

NO.: 6481

ISSUE DATE: 12/14/07

DEADLINE DATE: 1/16/08

DEADLINE TIME: 2:00 P.M.

 X REQUEST FOR PROPOSAL

PREBID CONFERENCE: YES

TIME AND DATE: 10AM Jan 02/08

LOCATION: Nathaniel Witherell Chapel

ITEM/CATEGORY Architectural Services for Project Renew Witherell

LOCATION 70 Parsonage Road, Greenwich CT 06830

 X STANDARDS/SPECIFICATIONS (ATTACHED)

 X INSURANCE REQUIRED (SEE ATTACHED)

PLEASE NOTE:

1. Sealed Bids/Proposals are due at the Town of Greenwich Purchasing Department on date noted. NO bids/proposals will be accepted after the date and time specified above. Whether the bid/ proposal is sent by mail or commercial express service, the bidder/proposer shall be responsible for actual delivery of the bid/proposal to the **PURCHASING DEPARTMENT** before the deadline time. Bids/proposals received after the deadline time will not be considered. PLEASE CLEARLY INDICATE BID/PROPOSAL NUMBER ON LOWER LEFT-HAND CORNER OF ENVELOPE.
2. BIDS/PROPOSALS ARE NOT ACCEPTED BY FAX OR E-MAIL.
3. COMPANY NAME AND ADDRESS MUST CONFORM ON ALL DOCUMENTS INCLUDING INSURANCE DOCUMENTS.
4. Bid/Proposal number must appear on all bids and related correspondence.
5. The Town of Greenwich is exempt from Federal and State Taxes.
6. Bids/Proposals should be on requested items only. If for any reason vendor makes substitutions, he must so indicate on his bid/proposal.
7. Stated prices are to be FOB destination inside delivery, unless otherwise specified herein.
8. Terms and Conditions indicated on reverse.

An Affirmative Action/Equal Opportunity Employer, M/F/H

Terms and Conditions

Bidders shall familiarize themselves with all provisions of the specifications and shall not at any time after submitting bid, dispute any of the specifications or assert that there was any misunderstanding in regard to the furnishing and delivering of the items called for in the proposal.

The Town of Greenwich reserves the right to issue addenda as needed on bids/proposals.

The Town of Greenwich reserves the right to reject any and all bids not deemed to be in the best interest of the Town of Greenwich, or to accept that bid which appears to be in the best interest of the Town of Greenwich. The Town of Greenwich reserves the right to waive any informalities in or reject any or all bids, or any part of any bid.

References to a particular trade name or manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the Town of Greenwich. They should not be construed as, nor are they intended to exclude proposals on other types of materials, equipment and supplies. However, the bidder, if awarded a contract will be required to furnish the particular item referred to in the specification or description unless a departure or substitution is clearly noted and described in the proposal.

Bidders shall not include in their prices any Federal or State taxes from which the Town of Greenwich is exempt.

The successful bidder/s shall indemnify the Town of Greenwich against all losses, claims, actions and judgments brought or recovered against the contractor or the Town of Greenwich.

No proposal shall be received from, or contract awarded to, any person, firm or corporation who is in default or in debt to the Town of Greenwich for non-performance of any contract, or who is a defaulter as surety or otherwise from any obligation to the Town of Greenwich.

Bids must be signed in ink by the vendor. No bids shall be made in pencil. Any bids showing any erasures or alterations must be initialed by the bidder in ink. Failure to sign and give all information requested in the proposal may result in the bid being rejected.

Quantities as listed on the bid sheets are estimated for bidding purposes only. Award of contract shall be for the quantities actually ordered as needed during the contract period. However, the Town of Greenwich reserves the right to increase or decrease the quantities by 10%.

Unit prices quoted shall be net exclusive of all taxes, and must include all transportation, delivery and unloading costs; fully prepaid F.O.B. destination in place inside delivery. Debris, if any, removed.

The Town of Greenwich reserves the right to make awards on an item-by-item, total or lump sum basis. Where an award is made on an item-by-item basis, the unit price prevails. The Town reserves the right to make award in best interest of its own operation. All awards are contingent upon certification by the Town Comptroller that funds are available in appropriate accounts.

It is understood that prices shall hold firm and prevail for the actual quantities required or ordered as needed during the life of the contract whether more or less than estimated quantities. Unit prices shall not be subject to any increase during the life of the contract.

All deliveries are to be made within the time period specified in the bid proposal upon receipt of written purchase order or authorized verbal requests except as may be otherwise arranged by Supplier and Purchaser. Receipt of contract is not authority to ship. Emergency deliveries are to be made within twenty-four (24) hours from receipt of a telephone request from the Director of Purchasing and Supply. All deliveries are to be made on business weekdays between the hours of 9:00 A.M. and 4:00 P.M. except as may be otherwise arranged by the Supplier and Purchaser.

In the event deliveries are not made as specified to a Town delivery point, the Director of Purchasing and Supply shall reserve the right to purchase any such bid item on the open market and to charge any increase in price paid over the current contract price to the account of the vendor.

All bids will be awarded or rejected within sixty (60) days of bid opening date or for the stated period of validity, if different. Therefore, bidder agrees that prices will remain firm for acceptance for that period.

The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The contractor, however, will take affirmative action to insure that minority group members are employed and are not discriminated against during employment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship.

The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract of understanding, a notice advising the labor union or worker's representative of the contractors' commitments under this specification and under rules, regulations and orders promulgated by the State.

"Affirmative Action" means procedures that establish hiring and employment goals, timetables, and practices to be implemented, with good faith efforts, for minority group members.

"Minority Group Members" as identified in EEO-4 reports shall mean Black, Hispanic, Asian or Pacific Islanders, American Indian, and Alaskan Natives.

The contractor or subcontractor offers and agrees to assign to the public purchasing body all right, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

Here are the insurance requirements recommended by Chris Demeo & confirmed by Bill K:

General Liability - \$1M per occurrence / \$2M aggregate
Automobile - \$1M
Workers' Compensation - "CT Statutory" (Unlimited)
Excess Liability in Umbrella Form \$5M
Professional Liability \$5M

**THE BUILDING COMMITTEE ACCEPTS
AND WILL FOLLOW CHRIS DEMEO'S
RECOMMENDATIONS – per bkowalewski
12/12/07**

Request for Proposal (RFP) # 6481
Architectural Services for Project Renew Witherell
Deadline: January 16, 2008 at 2:00PM

Background

The Town of Greenwich (The Town) is soliciting proposals from Architects with appropriate qualifications to provide comprehensive architectural and engineering design services, and to assist the Nathaniel Witherell Nursing Home Building Committee with this building renovation project (Nathaniel Witherell Project Renew) in Greenwich, Connecticut.

The project total budget for architectural services is estimated at **Please see Section #3-4g in the Architect's Transmittal Book** including all soft costs and project contingencies.

Respondents are advised that the existing buildings are fully occupied and the planned alteration work will be completed while the nursing home is in operation. The Architect will be required to provide detailed assistance in coordinating a phasing and implementation plan with the CM for the project.

Respondents are advised that all proposal and information contained therein and attached thereto shall become public information upon selection of the successful Architect.

Respondents are advised that the selection of Architects/engineers by the Building Committee will be made in full compliance with the Freedom of Information laws and regulations.

The Town will not accept proposals from joint ventures.

Architect's Qualifications

The Architect must meet the following minimum qualifications:

- The Architect must be a licensed Architect in the State of Connecticut.
- The Architect must have experience with nursing homes or other sub-acute environments for the aging.
- The Architect must demonstrate financial viability.
- The Architect must have a proven track record of client satisfaction.
- The Architect must have personnel whose skills and work traits are compatible with this municipal assignment.
- The Architect must have sufficient staff to assure timely project completion.
- The Architect's Project Manager must be experienced in nursing home facilities or other sub-acute environments for the aging, and must be familiar with municipal construction and the municipal bidding process as well as familiarity with all Federal and State laws and codes that

govern the design and building of Skilled Nursing Facilities and other Environments for the Aging. .

SCOPE OF SERVICES

A. Architectural Design Services: Services to include, but not be limited to architecture; structural, civil, mechanical and electrical engineering services, plumbing, fire protection, technology (data, telephone, integrated communications systems and computer wiring), kitchen, security [and traffic determination in order to meet STC requirements, if required.] The Architect must provide construction administration and job site management services of not less than three days per week (and should quote a five day presence as an alternate). All designs must conform with all applicable Federal and State codes and laws as pertains to Skilled Nursing Facilities.

Comment [MSOffice1]: I assume state traffic commission is not an issue

B. Measured Drawings: Based on limited original design documents (a partial set of original blueprints are available). Verify existing conditions and create CAD documents of current conditions that will form the basis for demolition and design drawings for all disciplines. Include field verification of all existing construction, site conditions, and utilities.

Comment [MSOffice2]: What plans do you have for existing building?

D. Renovation Guidelines: Evaluate and report on the existing building and proposed improvements.

E. Life Cycle Cost Analysis: Analyze existing life cycle cost analyses including the RAMSA analysis of building materials and systems. Such analyses shall include, but are not limited to, HVAC systems and evaluation of alternative equipment and building material options with regard to energy standards and potential long-term savings.

F. Reimbursable Expenses: No fee or mark-up may be charged for reimbursable expenses. Expenses of printing, postage, copying and reproducible drawings shall be reimbursed at the Architect's direct cost.

G. Record Drawings: At the completion of construction and during and progressing thru the project, update the drawings and specifications to incorporate sketches, field directives and the construction manager's and trade contractor's notes of field conditions and changes to the contract documents during construction. Provide two full sets of hard copy, and complete electronic media files of this information for record purposes.

H. Educational Technology: If applicable, in consultation with other Town consultants, specify and prepare bid documents and coordinate any upgrades or new data, telephone, or integrated communications systems required in existing construction.

I. State and Local Permits and Approvals: Coordination of all required state and local permits and approvals including, but not limited to, Planning and Zoning, Conservation and Wetlands, Department of Public Works, Building Department, Fire and Police Department reviews and Health Department, and State Department of Environmental Protection. Any fees associated with required permits and approvals will be paid for or reimbursed by the Town with no additional markup by the A/E.

J. Environmental Investigations: See existing reports.

K. Site Survey: Nathaniel Witherell is situated on a twenty-four acre site. The A/E shall identify and include separate allowances for an A-2 site survey to include existing structures, utilities, paved areas and parking, fencing, wetlands and topographical data. Obtain a minimum of three proposals from qualified site surveyors for the Building Committee's review and approval. The proposed site

surveyors must possess all necessary professional licenses and provide required professional insurance limits. The Architect's responsibilities are limited to coordinating the survey information with that of the Architectural design documents and incorporating the survey information within the construction contract documents. The Architect must perform a FAR study for the feasibility of the design.

L. Meetings and Approval Process: The successful respondent shall be expected to be available as needed and to work closely with the Building Committee and Construction Manager in preparing the detailed designs and specifications and at periodic points advise the Building Committee as to the most economical, feasible and beneficial approach to complete the proposed project in the best interest of the Town. The respondent shall prepare minutes of these meetings. All minutes shall become public records.

M. Construction Administration/Management Process: The role of the Architect in this process shall be to provide onsite construction administration services of a qualified owner's rep/clerk of the works. It is the intent of the Town to enter into a contract with a qualified construction manager as constructor under a GMP- CM at Risk , to provide both pre-construction and construction phase management services for the project. During the course of design the Architect will be expected to participate in activities such as, but not limited to, design schedule development, coordination of its work with that of the construction manager, providing information at appropriate stages of the development of the design in a timely way so as to allow the construction manager to prepare cost estimates, reconcile those cost estimates at each of the stages of design, and including potential add alternates and deletes in the bid documents and otherwise adjusting the design documents accordingly to stay within the approved project budget, and assist in preparing bid package information as recommended by the construction manager. It is anticipated that the construction manager will be identified and under contract to the Town following before the completion of Schematic Design.

The architect shall provide for a minimum of 24 hours per week of a onsite senior project level manager experience in the management of RFI's, Field directives, answers to Construction managers, decision making capability, shop drawing reviews, Job meeting minutes recording and distribution, information management to the PRW Bldg Committee , approval of CM invoices, and interfacing with the TNW Financial manager to prepare budgets

This person must be a compatible person and work as a team player and not be an antagonist with the CM

N. M/E/P/S/H:

The architect will manage the Mechanical/ Electrical/Plumbing/Structural/and Health consultants

The MEP/SH consultant's documents will meet all the necessary standards of a high end sub acute care nursing home. All drawings and specifications will be subject to review for completion and thoroughness and the Architect is responsible for complete CAD coordination

M. Special Inspections: Include and separately estimate and identify an allowance that the Architect shall manage. .

O. Schematic Design Phase Deliverables: At minimum, the deliverables to be prepared by the Architect at the completion of the Schematic Design Phase shall consist of the following:

1. Site plan showing the existing structures, traffic flow, existing topography, landscaping features, roads, walks and utility connections, typically at 1-inch = 20-foot scale.
2. Typical floor plan(s) at 1/8-inch scale.
3. Plans of special floors or areas at 1/4 inch to provide a better understanding of the scale, furniture layouts and design intent.
4. Roof plan at 1/8-inch scale. Indicate proposed pitches, roof drains, scuppers and existing roof mounted equipment.
5. A minimum of two (2) elevations at 1/8 inch scale as appropriate. 6. Diagrammatic sections at 1/4 inch scale or as appropriate
6. Material/Systems Outline Specifications at a minimum addressing the following:
 - a) Structural Systems - Describing proposed materials, foundation types, design loads and design criteria to be employed.
 - b) Building Envelope - Describing wall systems, window types, glazing types, provisions for cleaning, thermal characteristics, waterproofing/weather-proofing requirements and roof systems.
 - c) 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.
 - d) Mechanical Systems - Outlining tentative selection of energy heating-cooling systems and control methods, including relationship to existing systems.
 - e) Electrical Systems - Outlining tentative distribution method, typical lighting types and levels, fire protection, emergency and communication systems.
 - f) Indoor Air Quality - Outlining proposed methods of compliance and recommendations for additional ventilation if required by current codes and standards.
 - g) Handicapped Requirements - Design must be Handicapped Accessible according to all Federal and State codes. The Architect must state where standards for handicapped have not been complied with and giving reasons for noncompliance. It will be necessary for the Architect to obtain the necessary waivers should non compliance be pursued.

The following is a list and does not constitute a minimum list and the TOG expects complete documents to build a complete project

- Floor Plans at 1/8 " scale and 1/4" scale where needed
- Room detailed plans for Dept of Health 1/4" or 1/2 Scale
- Elevations of building and interiors
- Sections of the buildings in all directions
- Details of all areas for state req'ts and CM's need to clarify all questions
- Fly through of corridors to establish, color ,finish, trim, fenestration
- Specifications in book form as required in the CSI format
- Budgetsin MS Excel format required by the bldg committee

- Interior design drawings, color boards, elevations,
 - Interior design FF& E detailed Binder with all specifications and PO Information
 - Detailed schedules of all finishes/building types/and responsibilities
 - Maintenance of an FTP site that is held on a neutral web-server accessible by all
 - Formal renderings required for TOG review with different Boards
 - Wetlands Commission
 - Planning & Zoning
 - Dept of health
 - Dept of Public Works
 - Community groups
 - Board of Estimate & Taxation
 - As needed basis
8. Interrelationship Review – Describe provisions for compatibility among structural, mechanical and electrical systems; size and location of mechanical-electrical equipment spaces.
 9. Code Analysis - Providing written statement describing requirements, methods proposed to comply with governing codes and regulations, including zoning, occupancy, life safety, fire resistance, fire protection and structural adequacy.
 10. Program Conformance Analysis – The Architect is required to provide analysis showing how proposed design meets the functional and statistical requirements of the program. Describe any departures from program or any recommended changes and reasons thereof. Based on the specifications and preliminary scope of work identified, prepare a detailed design program for review and approval by the Building Committee.
 11. Program/Area Analysis - Comparison of program versus schematic design proposed including net and gross areas for each area. Show areas on plans. The Program of Space analysis as contained in the RAMSA report should be validated using Skilled Nursing Facility industry trends, the RAMSA-Witherell's Program Analysis and interviews with Witherell's Management staff.
 11. Room/Name/Number Systems –Assign each room and space a room number and name, in general, designating the proposed use. It is intended that these designations will appear, thereafter, on all drawings and documents through completion of Architect's work, construction and occupancy.
 12. Material and Finish Schedules. Providing a schedule of materials and finishes for all areas of renovated construction.
 13. Schedule: Update the project schedule to reflect the completion of scheduled activities and refine the schedule of activities for the construction document phase and finalize the project purchase and coordinate the construction schedule with the CM.
 15. Estimate of Probable Construction Cost - Based on the schematic design documents, and using the services of a professional estimator, if applicable, prepare separate budget estimates for each project to include:
 - a. Construction trade cost.
 - b. Reconcile estimate with CM estimate.

P. **Design Development Phase Deliverables:** Design services shall include, but are not limited to, the preparation and submission of 50% plans, drawings, submittals, and specifications, at minimum, the deliverables to be prepared by the Architect at the completion of the Design Development Phase shall consist of the following:

1. **Site Development** - 1-inch = 20-feet, similar to schematic design, including entry and exit conditions, on site roadway and final traffic flow, parking layouts, if applicable. All underground utilities and services (sized and sited). Established elevations. Lighting layouts, if applicable.
 2. **Floor Plans** - One eighth inch (1/8") scale minimum, including designated room names and numbers, dimensions, door swings and typical material indications.
 3. **Plans of Special Floors or Areas** - Floor plan and special areas at 1/4-inch scale minimum.
 4. **Roof Plan** - One eighth inch (1/8") scale, including penthouses, major mechanical equipment, expansion joints and all projections visible from ground level.
 5. **Elevations** - One eighth (1/8") inch scale minimum for all exterior walls of building; include floor elevations and enlargement of special details or wall configurations.
 6. **Sections** - One eighth inch (1/8") scale minimum; number as required to reasonable illustrate floor relationships, construction thickness and profiles, vertical circulation and special features.
 7. **Typical Details** - Not smaller than 1.5inch scale, including exterior wall sections.
 8. **Finish Schedules** - Format is intended for construction documents (Excel format).
 9. **Mechanical/Electrical Provisions** - 1/8-inch scale single line drawing to illustrate duct work, principal piping, lighting layouts and other typical systems; provide double line drawings in equipment rooms and restricted areas at scale as required to illustrate adequacy of area and clearances. MEP engineer must illustrate all conflict on a 1/2" scale showing ductwork, piping and all other systems in color.
 10. **Structure Provisions:** Design data, design criteria employed, live, dead loads, openings and equipment loads, Provisions for deflection and vibration control, Provisions for thermal movement control, Subsurface waterproofing methods, if applicable.
11. **Mechanical/Electrical Provisions:**
- a. Confirm systems selections by analysis reflecting initial cost, useful life, rate of return, building construction and configuration, weather conditions, building occupancy, utility costs and maintenance costs. Make analysis in accordance with the format shown in ASHRAE Guides, "Owning and Operating Cost Data and Summary".
 - b. Integrated Systems (when applicable). Describe interrelationships, efficiency of control and operation restrictions.
 - c. Pollution control. Describe calculated problems and means and degree of control or abatement.
 - d. Energy and Utility Summary. Calculate estimated consumption of electricity, water, steam and gas, flow capacities of drainage systems; provide breakdowns for major areas sub-systems or equipment loads.
 - e. Lighting Fixtures. Provide manufacturer's name, description, illustration and characteristics for typical lighting fixtures, including exterior; designate areas where special fixtures or layouts are contemplated.
 - f. Fresh Air. Architect to design and provide the required aire exchanges as per the Federal and State Public Health Code for Skilled Nursing facilities.

12. Outline Specifications and Related Documents: Provide brief description of proposed conditions of the contract and technical specifications, following the 16-division format of the "Uniform System for Construction Specifications".
13. Estimate of Probable Construction Cost - Based on the design development documents, and using the services of a professional estimator, if applicable, prepare separate budget estimates for each project to include:
 - a. Construction trade costs only.
 - b. Reconcile estimate with CM estimate.
14. Schedule: Update the project schedule to reflect the completion of scheduled activities and refine the schedule of activities for the construction document phase and finalize the project purchase and construction schedule.
15. Value Engineering Record: Provide a written record of the items of work assessed; cost/time impact studies and final direction given.

Q. Construction Documents Phase Deliverables: based on the design development phase approvals, the design Architect shall prepare the complete construction documents. Services shall include, but are not limited to the preparation and submission of final plans, drawings, documentation, specifications and details, phasing plans in conjunction with the CM, equipment plans, state code modifications if required, and administration of the contract for bidding and construction, all State and local governmental approval processes required and shall require the successful respondent to attend and participate at meetings of various committees and groups. Based on the construction documents, and using the services of a professional estimator, if applicable, prepare separate budget estimates to include construction trade costs.

R. Duties Defined in the Contract: The Architect shall provide the Town with all additional services specified in the attached contract format attached to this RFP and found in Section 2-1.

PROJECT RENEW WITHERELL

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|----|------------------------------|--------------|
| 1. | Estimated Milestone Schedule | |
| 1. | RFP sent out | Dec 14, 2007 |
| 2. | Site Pre-Proposal Meeting | Jan 2, 2008 |
| 3. | Proposals Due to TOG | Jan 16, 2008 |
| 4. | Finalists selected | Feb 6, 2008 |

5. Design concept presentations to Bldg. Comm. Feb 27, 2008
6. Letter of Intent to enter a Contract Mar 7, 2008.
7. Contract to be signed Mar 19, 2007
8. A/E to complete preliminary Schematic Design Jul 1, 2008
9. Wetlands & PZ hearings May 2008
10. DD/CD's 50% review and Cost set to CM Aug 2008
11. Community Meetings May 2008
12. CON due to CT State Jun 1, 2008
13. 100% Design Development Documents Sep 15, 2008
14. A/E to submit 90% complete Construction Documents to CM for pricing Nov 2008
15. Review by CM to check, cut & rebalance budget Dec 2008
16. TOG TNW Bldg Comm review Jan 2009
17. Prepare documents for bidding with CM Jul 2009
18. Bid / Negotiate and award Subs May 2009
19. Start Construction Jun 2009
20. Substantially complete construction for occupancy Dec 2010
21. Complete all construction activities Jun 2011

Comment [MSOffice3]: Building Committee determine dates for milestones

Evaluation Criteria

Proposal submissions and respondents will be evaluated based on the following criteria:

CRITERIA	MAXIMUM POINTS
The key personnel to be assigned to the project and their present workload.	10
The firm's qualifications, experience, and demonstrated familiarity with nursing home building projects in general and specifically renovation projects of a similar, size, scope, and nature.	20
The project team's experience with projects of similar nature and scope.	20
Previous design and oversight experience in projects involving alterations and renovations to similar facilities.	10
The proposed project approach and how staff and consultants will be organized and utilized both during design and construction administration phases.	10
Extent of services offered, and depth and extent of overall resources that can be put to use to ensure the success of the project.	10
Preliminary schedule of time needed to initiate and complete the project and identifying key phases of design.	5
Proposal Response Forms, and fees.	15
TOTAL	100

In addition to the criteria listed above, exceptions raised by the respondents will be factored into the evaluation. The financial strength of the finalist(s) and references may also be considered.

The highest ranked respondents will be required to present their proposal and completed design plans ((no more than two) to the Evaluation Committee in a formal presentation in Greenwich, CT.

The Town shall reimburse the highest ranked architectural firms that present their proposals but are not issued an award. Reimbursement shall be \$5,000 per design concept for expenses related to the preparation of the design plans and proposal. Reimbursement shall be limited to \$10,000 per respondent.

TERMS AND CONDITIONS

In addition to all of the Town's standard terms and conditions that apply to this procurement that are listed on the reverse side of the cover page of this RFP, all of the following will also apply.

Issuing Authority

The Town's Senior Buyer, Mr. James Giarraputo Latham, CPPB, has been designated to be responsible for the conduct of this RFP. Mr. Latham's contact information is listed below:

Town of Greenwich
Town Hall
101 Field Point Road
Greenwich, CT 06830

Fax: 203 622 7776
Email: jlatham@greenwichct.org

Mr. Latham must receive all questions in writing before 1 pm on **JIM put a date in here**. Questions received after this time cannot be answered. No alleged "verbal interpretation" shall be held valid. No oral interpretations shall be made to any respondent as to the meaning of any of these documents or to be effective to modify any of the provisions of this request. Every request for an interpretation shall be made in writing.

Issuance of Addenda

The Town of Greenwich reserves the right to amend this solicitation by an addendum. Addenda will be posted to the Town's website (www.greenwichct.org) up to 48 hours in advance of the bid/proposal's due date and time for reference by the bidders. If in the Town's opinion revisions are of such a magnitude, the deadline for this solicitation may be extended in an addendum.

Packaging

Each response to this RFP must be sealed to provide confidentiality of the information prior to the deadline. The Town will not be responsible for premature opening of submissions that are not properly labeled.

The respondent is expected to submit one original, identified clearly as "ORIGINAL RESPONSE TO RFP # 6481", and seven copies, each identified clearly as "COPY OF RESPONSE TO RFP # 6481", for a total of eight identical sets.

The original response and the seven copies must all be received by the Purchasing Department before the deadline.

Whether the response is sent by mail or commercial express service, the respondent shall be responsible for the actual delivery of the response to the Purchasing Department before the deadline. Responses received after the deadline will not be considered. Email and fax responses are not acceptable.

Pre-Proposal Conference

All respondents are invited and encouraged to attend the Pre-Proposal Conference scheduled for **January 2, 2008 at 10:00 am at the Chapel of Nathaniel Witherell**. At that time, members of the evaluation committee will be present to answer any questions pertaining to this RFP.

Interviews/Presentations/Site Visit

Selected respondents may be required to meet with the evaluation committee in Greenwich, CT.

Candidates must be available for interviews upon request of the Town. Based on responses to the RFP the Town reserves the right to shortlist candidates for presentations/interviews.

The Architect's proposed Principal-in-Charge and Project Manager for the project will be required to attend.

The Building Committee must be granted permission to visit offices of selected respondents.

State, Local and Federal Laws

The respondent shall acknowledge and agree that, should it be awarded the contract, it shall be solely responsible for strict compliance with all federal, state and local statutes, laws, codes, rules, regulations and ordinances, and for the procurement and maintenance of all necessary licenses and permits relating to Architect's performance of services.

Applicable Law

The laws of the State of Connecticut shall govern any contract resulting from the forthcoming RFP. In the event of litigation, the exclusive venue and place of jurisdiction shall be Greenwich.

Ownership of the Work

The final construction plans, CAD files, maps, specifications, etcetera, as well as any supporting documentation shall belong to the Town of Greenwich.

Confidentiality

All data and information gathered by the Architect and its subcontractors shall be treated by the Architect and its subcontractors as confidential.

Contract Format

The Town of Greenwich has included as part of the RFP, at Tab 1-2, the contract format to be used for this procurement and installation. In order to be considered by the Town, any exceptions to the language included in the Town's contract format must be declared in the response, on the Exceptions Sheet.

Comment [MSOffice4]: Rank and rate all applicants and then decide how many wish to interview. After interviews- interview committee ranks and rates those interviewed.

Withdrawal of Proposals Prior To Deadline

A respondent wishing to withdraw a proposal prior to the deadline may do so by preparing a formal written request on company letterhead. The person who signs the letter must be the same person who signs the Reply Sheet. The Town will verify that the signature on the letter matches the signature on the Reply Sheet.

The Town will also verify the request to withdraw the proposal by calling the bidder at the telephone number supplied on the Reply Sheet.

After the Town is satisfied that a request to withdraw a proposal before the established deadline is valid, the proposal will be returned to the bidder. The bidder may then withdraw completely from the bidding process, or may modify the proposal and resubmit before the deadline.

Withdrawal of Proposals After The Deadline

If bid security is required and a bidder does not honor his/her bid for the specified time, the bid check shall become the property of the Town; or, if a bid bond was furnished, the bid bond shall become payable to the Town.

After the deadline has passed, the submitted proposals become the property of the Town and are valid offers to be honored by the bidder for sixty (60) days or longer, as specified in the Request for Proposal.

Bidders who do not honor their proposals for the sixty (60) day (or as specified) period, shall be declared irresponsible bidders.

Taxes

The Town of Greenwich is exempt from the payment of taxes imposed by the federal government and or state of Connecticut, and such taxes shall not be in the prices.

Payments

The Town of Greenwich shall make payment net thirty (30) days of receipt of invoice, submittal of documentation, and acceptance of services.

Execution of Agreement

The respondent whose proposal is accepted will be required and agrees to duly execute the 'agreement' and furnish the required insurance documentation within twenty (20) days after award of the contract.

Cancellation of Award/Contract

If the Architect fails to perform or observe any material term or condition of this Agreement and such failure continues for fifteen(15) days after Architect's receipt of written notice, The Town of Greenwich may cancel the contract without liability for cancellation/termination charges.

Insurance Requirements

The awarded vendor will be required to provide insurance coverage as specified on the Insurance Requirements Sheet, at Tab 1-2, of the RFP. Upon award, the Acord certificate of insurance form must be completed by the vendor's insurance agent/broker and submitted to the Purchasing Department. The Town of Greenwich must be added as an additional insured on the Acord form. The signing agent/broker must also certify in writing that the Town of Greenwich has been endorsed as an additional insured on the General Liability insurance policy. This letter shall be addressed to the Town's Director of Purchasing and **must follow exactly the format of the letter attached as Exhibit XX. The authorized representative who signs the Acord form must sign the letter as well.**

Please note that the Acord certificate of insurance must be signed by an individual authorized representative, not with the agency name. The signature must be an original ink signature, not a stamped signature.

The vendor must submit with the proposal the signed, original "**Insurance Procedure**" form, **page XX**, which states that the vendor agrees to provide the specified insurance coverage for the RFP at no additional charge above any insurance charge declared on the Reply Sheet.

The Architect shall be responsible for maintaining the specified insurance coverages in force to secure all of the Architect's obligations under the Contract with an insurance company or companies with an AM Best Rating of B+:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current Connecticut White List of the State of Connecticut Insurance Department.

RFP RESPONSE FORMAT

Responses submitted in response to this RFP must contain all of the following information.

1. A transmittal letter signed in ink by an authorized company representative, empowered with the right to bind the Architect. Describe the firm's size and managerial philosophy. The successful Architect must be licensed in the State of Connecticut and perform services related to this project from an office located in the Connecticut area. Respondents must identify the location of said office in the proposal submitted.
2. Identify specific services that will be provided by the Architect/Engineer and any other recommended services in addition to those identified herein for consideration and possible incorporation. List any services or consultants that are specifically excluded from this

proposal. List the name and address of any consulting firm(s) that may be used on this project with a brief description of their qualifications and your prior association with them, if any.

3. Provide an organizational chart for the proposed staff for this project, including any consultants. Identify the Principal of the firm who will be responsible for the project and include resumes of all key project team members. In addition;
 - a. Provide a brief description of similar projects in which the key personnel may have worked together as a team. Include previous assignment information such as title, length of time on job, references and contact information.
 - b. Estimate the percent of time you will have each staff member working on the assigned project.
The Town reserves the right to interview and specify key staff members on this project.
4. Describe your project approach and how your staff and consultants will be organized and utilized both during design and construction administration phases.
5. Provide three references that will be able to verify the quality of the firm's services, technical ability and proposed key staff, with title, position, their relationship to the project, and telephone numbers phases.
6. Include a recent Dunn & Bradstreet report or two (2) recent financial statements.
7. Provide a complete historical summary of the Architect's conceptual plans that have been utilized to design and build actual structures.
8. Submit Design Phase Schedules for the proposed renovations. The schedule shall include a detailed programming and schematic design phase including key milestones and decisions required of the Town. Identify durations for the subsequent Design Development, and Construction Document phases.
9. Include the completed Insurance Procedure Form, Tab 1 **Exhibit** .
10. Include the completed Reply Sheets, Competitive Proposal Forms. Include an allowance and schedule of anticipated reimbursable expenses broken down by Schematic Design, Design Development, and Construction Document phases. Printing of documents for bidding and construction purposes will be by others.
11. Comprehensive responses to the issues raised in the RFP are expected. Additional information, not specifically requested, will be considered if provided.

TYPE ON FIRM'S STATIONARY
Request for Proposal (RFP) # 6481
Architectural Services for Project Renew Witherell
Deadline: January 16, 2008 at 2:00PM

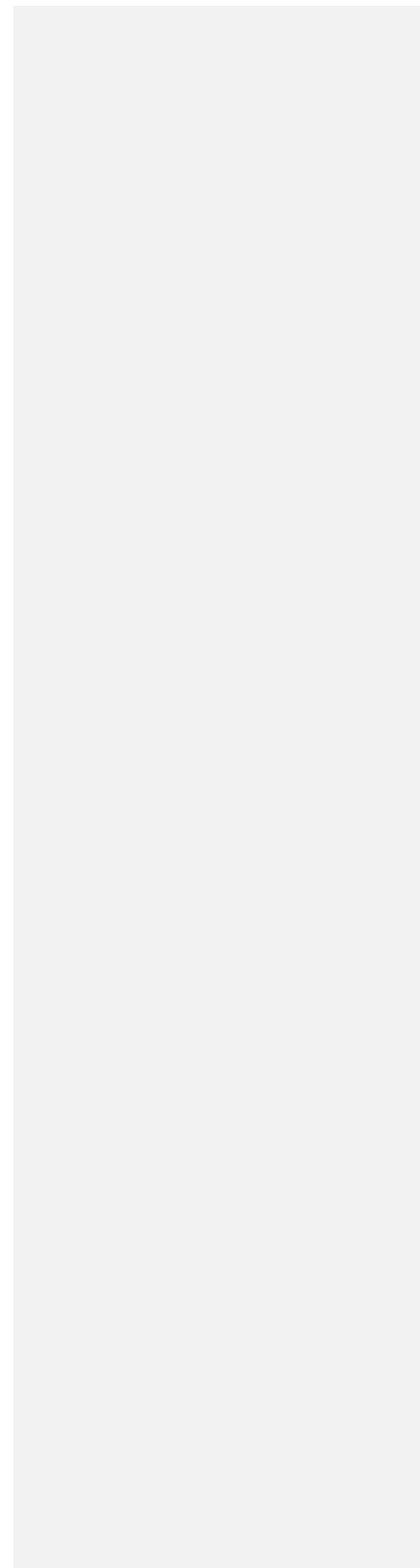
Reply Sheet Page 1

PRICING

The respondent shall provide complete pricing below. All pricing shall include all costs.

Respondent's Company Name _____

Authorized Signature _____



TYPE ON FIRM'S STATIONARY
Request for Proposal (RFP) # 6481
Architectural Services for Project Renew Witherell
Deadline: January 16, 2008 at 2:00PM

Reply Sheet Page 2

Competitive Proposal Form RFP

Phases:

Programming & Specification Review Incl Site Mtgs with Staff _____ \$0

Schematic Design _____ \$0

 Basic Design Objectives _____

 Specific Design Objectives _____

 Space Allocation Analysis _____

CON State Filing Drawing Package 20% DD's _____ \$0

Required Public Reviews That the Architect will be required to present

Board of Estimate & Taxation	3hrs x2mtg	
Representative Town Meeting	4hrs x2	
Architectural Review Board	2hrs x 2	
Planning & Zoning Board	2hrs x 3	
Wetlands Review Board	2hrs x 3	
Health Department Review	3hrs x 2	
Public Works Board and Committee	2hrs x 1	
Community at large	4hrs x 4	
The Nathaniel Witherell Board	4hrs x 3	
Neighbor[s] [abutters]	2hrs x 8	_____ \$0

<u>Design Development</u>		\$0
Design Details	\$0	
Rehab Dept	\$0	
<u>Construction Documents</u>		\$0
<u>Permit Set</u>		\$0
<u>Bid Set</u>	80% CD's	\$0
<u>Final" For Construction Documents" Assume VE</u>		\$0
<u>Construction Administration</u>	3 days per week for 108 weeks	\$0
<u>Total</u>		Lump Sum \$0

<u>FEE Comparison</u>		
Based on a construction budget of \$.	24,745,000.00	
Please provide a percentage Fee Basis	0.000%	0
	Compare to F33	\$0

<u>Interior Design & FF&E Specification</u>		
<u>Furniture ,Fixture & Equipment</u>		
Interior Design for Patient Rooms	202 rooms	\$0
Common Public Spaces & Nurse Stations		\$0
Administration Offices,Halls,Reception,Stairtowers etc		\$0
3D fly through	Max 5 min	\$0
Interior Color Boards	Assume 8 bds	\$0
Interior Specifications	Assume 4 sets of 4 binders	\$0
Interior Procurement w/Guidelines From the Town of Greenwich [tog]Spec		\$0
<u>Total Interior Design</u>		Lump Sum \$0

<u>Engineers Fees</u>		
<u>Must include Job site mtgs</u>		
	Estimate #	
MEP	# of Mtgs_____?	\$ _____
Structural	# of Mtgs_____?	\$ _____
Civil	# of Mtgs_____?	\$ _____
Geo-Tech	# of Mtgs_____?	\$ _____
Landscape	# of Mtgs_____?	\$ _____

Environmental	# of Mtgs_____?	\$ _____
Cost Estimator	# of Mtgs_____?	\$ _____
Traffic Consultant	# of Mtgs_____?	\$ _____
Historical	# of Mtgs_____?	\$ _____
Total		\$ _____

Hourly Fee Schedule

Office

Project Principle (PIC)		\$ _____
Project Architect in Charge		\$ _____
Project Clerk		\$ _____
Project Architects		\$ _____
CAD Artist		\$ _____
Specification Writer		\$ _____
CAD Manager		\$ _____
Engineer Principle		\$ _____
Engineer in Charge		\$ _____
Design Engineer		\$ _____
CAD Engineer		\$ _____

Fee Schedule

Field

Project Architect	Assume 30 days	\$ _____
Assistant Project Architect		\$ _____
Non-License Field Architect Clerk	Assume 1day a week X 150 wks	\$ _____
Engineer	Avg for job mtg	\$ _____
Interior Designer	10 days at site	\$ _____

Reimbursable Items

Cost Estimates for a 30 Month Project

<u>Travel</u>	<u>Cost Parameter</u>	<u>Actual Estimate</u>
Car	IRS Statutory	\$ _____

<u>Airline</u>	Actual	\$ _____
<u>Taxi</u>	Actual	\$ _____
<u>Train</u>	Actual	\$ _____
<u>Bus</u>	Actual	\$ _____

Room, Lodging, Meals

<u>Rooms</u>	Hotel (TOG)	\$ _____
	Rack Rate	
	\$120.00	
<u>Meals</u>	TOG Rate	\$ _____
	\$48.00/Day	

Office Costs

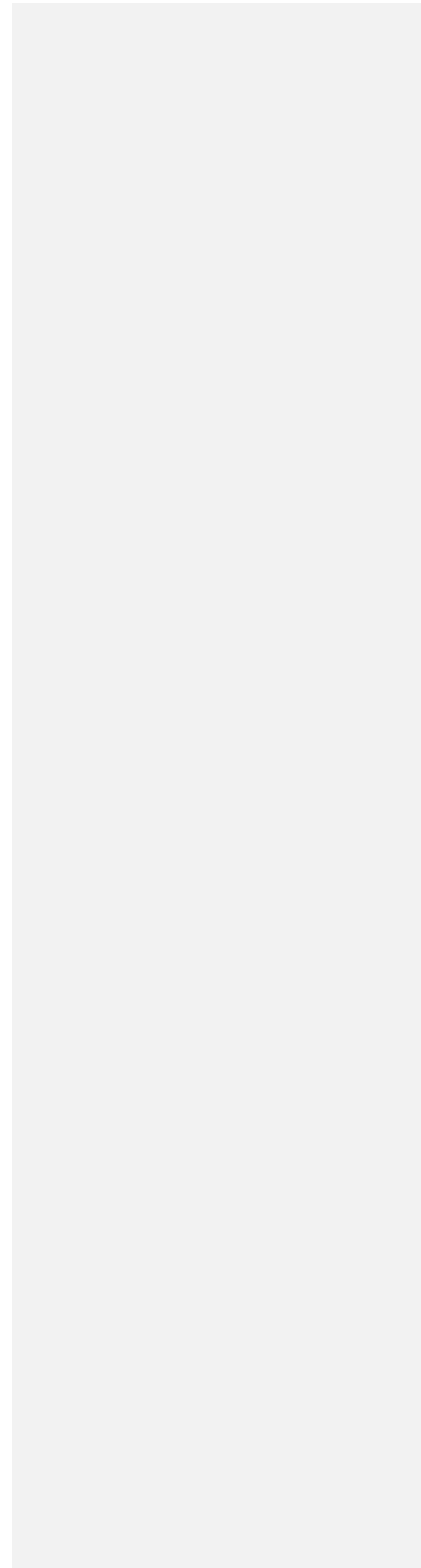
Plots per SQ. FT.		\$ _____
Prints per SQ. FT.		\$ _____
Xeroxing		
Binders		

Misc.

FedEx / UPS		\$ _____
Messenger		\$ _____
Postage		\$ _____
Photographs		\$ _____
Civil Surveys (Topo Etc.)		\$ _____
Models		\$ _____
Geo-Tech Sound Tests		\$ _____
Telephone and Fax	Not Reimbursable	
Computer Time	Not Reimbursable	

<u>Total Reimbursement</u>		\$ _____
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EXCEPTIONS



Non-collusion Language

In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal or the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

Respondent's Contact Information

Company Name _____

Street Address _____

Telephone # _____

Fax # _____

Email _____

Website _____

Taxpayer Identification # _____

Print Name _____

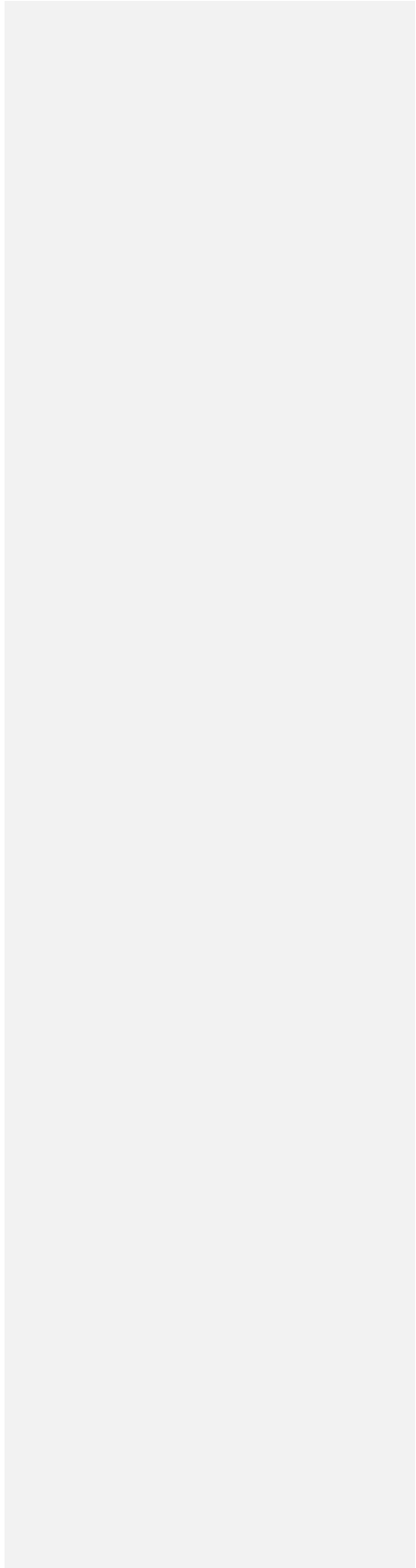
Title _____

Authorized Signature _____

Incorporated in the State of _____

**TOWN OF GREENWICH
INSURANCE PROCEDURE**

PLEASE NOTE:



**RETURN THIS COMPLETED FORM WITH YOUR BID/PROPOSAL.
FAILURE TO DO SO MAY RESULT IN YOUR BID/PROPOSAL BEING
REJECTED.**

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Bid/Proposal. Any bids/proposals which contain exceptions to the insurance requirements may be considered nonresponsive and may be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The bid/proposal cost reflects any additional costs relating to insurance requirements for this work.

If I am awarded this contract, I or my insurance agent shall submit all of the required insurance documentation to the Town of Greenwich Purchasing Department within ten (10) days after the date of the award of the contract.

_____ Signature	_____ Date
_____ Licensed Architect's Name	_____ License #

Insurance Requirement Sheet

Insurance Requirements: Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- A. **General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:**
 - 1. **Commercial General Liability.**
 - 2. **Town as additional insured.**
 - 3. **Owners and Contractors Protective Liability (separate policy in the name of the Town).**
- B. **Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.**
- C. **Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.**
- D. **Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.**
- E. **Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$5,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.**
- F. **Other (Builder's Risk, etc.): _____.**
- G. **CERTIFICATE HOLDER: TOWN OF GREENWICH
ATTN: PURCHASING DEPT. (Also fill in on ACORD Certificate of Insurance)
101 Field Point Road, Greenwich, CT 06830.**

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich is endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory. This letter must follow exactly the format provided by the Purchasing Department and must be signed by the same

individual authorized representative who signed the Acord form. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of B+:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

**AGENT/BROKER
(LETTERHEAD)**

(Date)

Town of Greenwich
Joan T. Sullivan, Director of Purchasing
101 Field Point Road
Greenwich, CT 06830

Re: **(Name of the Insured)**
Town of Greenwich Contract No. XXXX

Dear Mrs. Sullivan:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of **[insert state]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (2) The Town of Greenwich has been endorsed as an additional insured under general liability policy no. **[insert policy number]**, issued by **[insert company affording coverage]** to **[name of insured]**;
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

(Signature)

Authorized Representative for all companies listed in the Acord form

INSERT

CONTRACT FORMAT HERE

AS
ANOTHER
EXHIBIT

