

**CITY OF NORWALK
PURCHASING DEPARTMENT**



**SEALED RFPs MUST BE RECEIVED BY THE OFFICE OF THE PURCHASING AGENT, 125 EAST AVENUE NORWALK, CT 06851
BY THE DATE AND TIME OF RFP OPENING**

PROJECT NUMBER:	4179A
REQUESTING DEPARTMENT:	Recreation and Parks
DATE OF RFP ISSUANCE:	06/07/2022
TITLE OF RFP:	Architect and Engineering Services – Cranbury Park
ELECTRONIC SUBMISSION DEADLINE:	2:00PM 07/05/2022
HARD COPY SUBMISSION DEADLINE:	2:00 PM 07/07/2022
MANDATORY WALKTHROUGH:	YES () NO (X)
DATE, TIME AND LOCATION OF WALKTHROUGH	N/A
TIME/DATE OF RFP OPENING:	2:00 PM 07/07/2022
RFP DEPOSIT REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: PERFORMANCE & PAYMENT BOND REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: MAINTENANCE BOND REQUIRED:	YES () NO (X)

ALL TERMS AND CONDITIONS, SPECIFICATIONS AND BID FORMS ARE ATTACHED HERETO.

NOTE: THE FOLLOWING DOCUMENTS WILL BE REQUIRED FOR A BID TO BE COMPLIANT

1. BIDDER'S INFORMATION AND ACKNOWLEDGEMENT FORM
2. RFP FORMS, INCLUDING PRICING SHEETS AND ADDENDA ACKNOWLEDGMENT FORMS **(ONE ORIGINAL PLUS FOUR (4) COPIES)**
3. EXCEPTIONS (IF ANY)

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NOTICE TO BIDDERS

1. ALL RFPS WILL BE OPENED PROMPTLY AT THE ADVERTISED TIME OF OPENING. THERE WILL BE NO DELAYS OR POSTPONEMENTS WHICH ARE NOT PUBLICLY ADVERTISED. ANY RFP RECEIVED AFTER THE ADVERTISED TIME OF OPENING WILL NOT BE ACCEPTED.
2. IF A BIDDER USES A COURIER SERVICE FOR RFP DELIVERY, IT SHALL BE THE BIDDER'S RESPONSIBILITY THAT THE RFP REACHES THE PURCHASING DEPARTMENT BY THE DATE AND TIME SPECIFIED HEREIN.
3. ALL RFPS SUBMITTED TO THE CITY MUST BE IN A CLEARLY MARKED AND SEALED ENVELOPE. REFERENCE THE PROJECT NUMBER ON THE OUTSIDE OF THE ENVELOPE.
4. OBLIGATION OF BIDDERS:
 - a. AT THE TIME OF OPENING RFPS, EACH BIDDER SHALL BE PRESUMED TO HAVE INSPECTED THE SITES AND TO HAVE MADE HIM/HERSELF THROUGLY FAMILIAR WITH THE PLANS AND CONTRACT DOCUMENTS, INCLUDING ALL ADDENDA. THE FAILURE OR OMISSION OF ANY BIDDER TO RECEIVE OR EXAMINE ANY FORM, INSTRUMENT OR DOCUMENT SHALL IN NO WAY RELIEVE ANY BIDDER FROM ANY OBLIGATION IN RESPECT TO THEIR RFP.
 - b. EACH BIDDER MUST FULLY INFORM HIM/HERSELF OF THE CONDITONS RELATING TO THE WORK WHICH WILL BE PERFORMED. FAILURE TO DO SO WILL NOT RELIEVE THE SUCCESSFUL BIDDER OF HIS/HER OBLIGATION TO FURNISH ALL LABOR AND MATERIALS NECESSARY TO CARRY OUT THE PROVISIONS OF THE CONTRACT DOCUMENTS AND TO COMPLETE THE CONTEMPLATED WORK. INSASMUCH AS POSSIBLE, THE CONTRACTOR MUST, IN CARRYING OUT HIS/HER WORK, EMPLOY SUCH MEANS AND METHODS AS WILL NOT CAUSE ANY INTERRUPTIONS OR INTERFERENCE WITH THE WORK OF ANY OTHER CONTRACTOR.
5. TIME IS OF THE ESSENCE (IF APPLICABLE):
 - a. IF THE PROJECT IS NOT COMPLETED BY THE DATE SPECIFIED AS THE SUBSTANTIAL COMPLETION DATE IN THE CONTRACT ENTERED INTO BY THE CITY AND THE CONTRACTOR, THE CONTRACTOR WILL BE SUBJECT TO CONSEQUENTIAL AND/OR LIQUIDATED DAMAGES.

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GENERAL INFORMATION

1. INTRODUCTION

The purpose of this RFP is to solicit submissions from the pre-qualified firms who are interested in submitting proposals for the Architectural and Engineering Services – Cranbury Park project. The requirements of this project are outlined in greater detail under Section 1 Scope of Work/Project Specifications.

2. RFP DOCUMENTS

All RFP documents for this invitation are available over the internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

3. ADDENDA

All addenda, if issued will be available over the internet at <http://www.norwalkct.org>. We strongly suggest that you check for any addenda a minimum of forty-eight hours in advance of the RFP deadline. It is the responsibility of the bidder to check for issuance of any addenda.

4. BIDDER'S LIST

Bidder's list for this solicitation will not be published.

5. QUESTIONS CONCERNING THIS RFP

All questions concerning this solicitation must be directed, via e-mail, to Carleen Megaro, Buyer at cmegaro@norwalkct.org. Please include the Project Number and Project Title in the subject line. The deadline for the submission of questions is 2:00 pm, June 21, 2022.

6. SUBMISSION OF RFP

The City of Norwalk is requiring electronic submission along with hard copy submission. All participants **are required to submit both** by the said date and time. Hard copy submission must match electronic submission and will be the official accepted submission. The City of Norwalk has the right to reject any submission that does not meet this criteria.

All sealed electronic submissions must be submitted in Bonfire no later than July 05, 2022, at 2:00PM.

All sealed hard copy submissions should be submitted to the City of Norwalk's Purchasing Department no later than July 07, 2022 at 2:00 PM at the address listed below:

City of Norwalk Purchasing Department
125 East Avenue, Room 211
Norwalk, CT 06856-5125

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7. SUMMARIES

A list of the proposing firms will be available any time after 5:00 pm on the day of the RFP opening at [Purchasing-Bid Postings](#). RFP results will not be provided over the phone.

SPECIAL NOTES:

1. **IMPORTANT Submission Information:** As of 08/10/2020, a new interior Customer Service window opened inside City Hall that will help serve the public during the ongoing COVID-19 pandemic. The window is staffed by Customer Service representatives Monday – Friday from 9 a.m. – 3:00 p.m. Members of the public can walk-in and they must wear a mask/face covering. If you are planning to use the Customer Service window to drop off your submission, it is recommended to drop off the submission as early as possible since the team will be serving other customers.

It is still recommended to use a courier service (i.e. FedEx, UPS, USPS, DHL, etc.) to deliver the submission to the above address by the due date and time.

2. **Public Opening:** Per the City of Norwalk Purchasing Guidelines (<https://www.norwalkct.org/DocumentCenter/View/334/City-Procurement-Guidelines?bidId=>) Bids shall be opened publicly by the Purchasing Agent or his designee, in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. Receipt of Proposals: Proposals shall be opened so as to avoid disclosure of contents to competing proposers during the process of negotiation. A Register of Proposals shall be prepared in accordance with these Procurement Guidelines, and shall be open for public inspection after contract award. If you wish to hear the bid/RFP opening, please join us through a teleconference.

Access Number: (866) 640-4044 or (678) 302-3554

Participant Code: 968 704

The City of Norwalk is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to apply

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SECTION 1 – SCOPE OF WORK PROJECT/SPECIFICATIONS

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SECTION 1: Introduction and Instructions

This document outlines the next steps which the selected Architect and/or Engineer finalists must follow with respect to securing the Architectural and Engineering design services for the Cranbury Park. Specifically, this document details the requirements, which must be followed in obtaining and presenting pricing proposals to the City of Norwalk's Selection Committee.

This RFQ/P has been developed based on a two steps process. Interested firms had submitted a qualification package (RFQ 4179 Architect and Engineering Services - Cranbury Park) outlining all of its experiences, capabilities and qualifications necessary for this project as described herein. The City evaluated the qualification submittals and developed a shortlist of the qualified firms for interviews. Subsequent to the interview process, the City is requesting the most qualified firm(s) to provide fee proposal(s) in accordance with proposal format as provided in this RFQ/P package or amendment thereof.

The City of Norwalk or its agents reserves the right to respond or not to respond to specific questions, clarification or requests concerning the RFP process. Respondents to the RFP must complete in their entirety all requested information. If the information is not supplied with the proposal then the City retains the right to disqualify the respondent.

1.1 SPECIAL INSTRUCTIONS

A. Architects responding to this RFP must have sufficient staff to assure timely project completion. The architect's Project Manager must be thoroughly familiar with the Department of Economic and Community Development (DECD), the State of Connecticut Historic Preservation Office (SHPO), the United States' Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings and the public bidding environment and projects that entail preservation of historic structures and be able to work with both DECD and SHPO.

In addition, the consultant selected shall be experienced with and will be expected to be the lead on the Local, State and Federal permitting process related to this project including all of the Historic Agency related permitting.

- B. Respondent is advised that the existing building will not be occupied during construction.
- C. Respondents must complete the Proposal Response Form (Section 2) for all phases of the projects.
- D. Respondents are hereby notified that all proposal submittals and information contained therein and attached thereto shall become public information upon selection of the successful Architect and/or Engineer.

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- E. Comprehensive responses to the issues raised in the RFP are expected. Additional information, not specifically requested, will be considered if provided.
- F. The City of Norwalk reserves the right to reject any or all proposals for any reason it determines to be in its best interests or, in the alternative, to abandon the selection process in whole or in part.

1.2 SCOPE OF SERVICES AND DELIVERABLES

The intent of this request is to obtain proposals from shortlisted qualified architectural firms with extensive experience in the preservation of historic structures, licensed in the State of Connecticut, to produce design drawings, construction drawings and specifications, grant funding records and submittals, and to provide construction administration services for the selected renovation projects of the Gallaher manor house Mansion/property in accordance with the approved Comprehensive Master Plan for the Gallaher Estate dated December, 2012.

Additionally, the Architect must be thoroughly familiar with the United States' Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings.

The Architect shall also assist the City in obtaining all necessary approvals, including but not limited to, Planning & Zoning Commissions, Norwalk Common Council, in addition to any and all others as deemed necessary by the City. Evaluation of candidates will be based on demonstrated competence and professional experience, and the ability to work successfully with committees.

A broad range of potential projects requiring design/engineering services through this contract will be

- Exterior drainage design and installation (stormwater system on the mansion connected to existing gutter/leader system and piped underground, landscape and hardscape replacement.
- Waterproofing of exterior of mansion, including, but not limited to, repointing stone facade.
- Entire electrical system upgrade to the mansion, repair all damage due to the upgrade work.
- Second floor plumbing replacement (waste and supply) and 2 bathroom renovation to all current code requirements, repair all damage due to the plumbing work.
- Basement floor repaired once drainage system is completed.

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- Existing Park trail systems addressed for safety (tree pruning), blazed, as well as trail sprawl corrected where needed. Updated mapping provided to the City.
- Existing 5 car garage shall be demolished with new building (now being called the Bunk House) designed and constructed at 360 Grumman Ave., including sewer, water and power.

The successful Firm shall be expected to work closely with the Recreation and Parks Department and the Department of Public Works in preparing the detailed designs and specifications for these projects and to ensure that the final project designs achieves the goals established by the City. All qualifications must be made on the basis of and meet or exceed the requirements contained herein.

Services shall include, but not limited to, the preparation and submission of schematic design phase alternatives, design phase plans and drawings, specifications, bid documentations, reviewing bid responses, construction administration, grant funding accounting and submittals, all governmental approval processes required, and shall require the successful Firm to attend and participate at meetings of various committees, groups, and all others, as deemed necessary by the City.

In performing the required services, designs or other documents to be submitted, the Architect shall conform to applicable provisions of Federal, State and local laws and regulations affecting methods of construction and materials, not limited to zoning regulations, state fire safety codes, State Building Code requirements. (BOCA), and the requirements of both the Occupational Safety and Health Act of 1970 (OSHA) and the Americans with Disabilities Act of 1991 (ADA) ICC/ANSIA117.1, State Health Code. Section 504-Rehab Act, City of Norwalk Department of Public Works Roadway Standards and City of Norwalk Drainage Manual requirements.

Schematic Design Phase Deliverables: Services shall include, but are not limited to, the preparation and submission of design alternatives, plans, drawings, submittals, outline specifications and determination of all State and local governmental approvals required and shall require the successful Architect to attend and participate at meetings of various committees and groups. More specifically, at a minimum it is anticipated that the following professional services will be required during Schematic Design Phase:

- Meetings and Design Consultation: Attend all meetings with City agencies and confer with all other public and private agencies involved in or connected with the project. Prepare minutes of meetings for record.
- Measured Drawings and Existing Conditions Evaluation: It shall be the responsibility of the successful Architect to conduct a thorough investigation of the existing conditions as they

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relate to any proposed improvements. Architect shall create CAD documents as necessary. Include field verification of all existing construction, site conditions and utilities.

- Environmental Investigations: The architect shall separately identify a licensed environmental consultant/engineer.
- Architectural Design Services: Architect shall complete site analysis and all services as referenced above. Thereafter, the Architect shall develop design options for approval. Deliverable for this phase shall be as necessary for the Architect to present the options in sufficient detail (including but not limited to square footage costs and preliminary schedule) for the City to decide on the preferred option. Upon acceptance of the preferred option by the City, the Architect shall proceed with Schematic Design Phase. Services shall include, but not limited to, architecture, structural, and code compliances required. At minimum, the deliverables to be prepared by the architect at the completion of the Schematic Design Phase shall consist of the following:
 - Diagrammatic details at ¼ inch scale or ½ inch scale as appropriate.

Final Design Phase Deliverables: Upon completion of the Schematic Design Phase, the Architect shall proceed with the Final Design Development Phase and thereafter Construction Document Phase. Services shall include, but not limited to, the preparation and submission of final plans, drawings, submittals, specifications and all documents necessary for competitive bidding. The Architect shall coordinate with all State and local governmental approvals and attend and participate at meetings of various committees and groups. The Architect and all subconsultants shall continue with the development of all required design disciplines, tasks and deliverable as specified in the Schematic Design Phase and the level of services and deliverables shall exceed minimum professional standards as set forth for project Design Development and Construction Document Phases. In addition, it is anticipated that the following additional professional services will be required:

- State and Local Permits and Approvals: Coordination and attend all meetings for all required state and local permits. Architect shall respond to comments and implement all required changes in a timely fashion.
- Sub-Consultant Deliverable: The Architect shall coordinate/manage deliverables from all consultants and incorporate all drawings, specifications and requirements into a complete set of bid documents for bidding.
- Estimate of Probable Construction Cost: The Architect shall provide the City with all necessary Final Design Development Phase documents and at the 90% construction document, to assure that the project is being kept within it approved budget. In the event of cost overruns, the Architect will be responsible to take all necessary action and implement necessary design modifications to bring the project within approved budget at

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no additional cost to the City. The documents shall include a project scope for the entire project with delineations of phasing as approved by the City.

- Miscellaneous:

1. Existing field measured plans at 1/8 inch or 1/4 inch scale.
2. All elevations shall be 1/8 inch or 1/4 inch scale.

Task 1 – Assessment and Preliminary Design Work.

The Project Design Team should plan on participating in a project kick-off meeting with City staff to define scope, task descriptions, roles, schedules and objectives/goals.

A. Mansion:

Perform a facility and site survey/assessment of and document all existing conditions of the current Mansion.

- Assessment of the Mansion and Recommendations.
 - Including, but not limited to the interior and exterior windows and associated water damage, gutters, downspouts (approximately 18), masonry, existing patio, structural systems and components, exterior grading around the buildings, water damage to the basement floor, Mechanical, Electrical and Plumbing (MEP) systems components, building code requirements, Americans with Disabilities Act (ADA) requirements, historical significance and required preservation, etc. In addition, the use of existing spaces and potential opportunities such as upgrading the Kitchen for use as a catering venue, upgrading the plumbing to make the second floor Restrooms functional shall be assessed.
- Assessment of the Site Conditions and Recommendations.
 - Site Conditions – Including, but not limited to the underground drainage system that the downspouts are connected and discharge to which is clogged and/or collapsed, or both, potential opportunities for the use of recognized Green Infrastructure systems, potential for a new replacement garage for equipment storage and space requirements, access and parking, vehicular and pedestrian circulation, building code requirements, ADA requirements, historical significance and required preservation, etc.
- Programing Assessment and Recommendations.
 - Assess and make recommendations for the proposed best use of areas of the Mansion for events.

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Perform evaluations of Building Code requirements and all required regulatory permits including permits required by the United States' Secretary of Interior's Standards for the Rehabilitation and Guidelines for Rehabilitation of Historic Buildings, the Norwalk Historical Commission, Norwalk Historical Society, the SHPO, as well as the DECD.

Prepare preliminary design drawings as specified.

Prepare an estimate of the cost of construction for the proposed work for the following items.

- A. Mansion (Interior and Exterior by discipline).
- B. Site/Grounds Work.

Prepare a design, permitting and construction schedule.

Assist with Department of Economic and Community Development (DECD) Grant reimbursement filing applications and paperwork as requested to by the City.

B. Trails:

Assessment of the existing Trail System and Recommendations.

- Existing Conditions – Assess and map the existing Trail System, locations within the existing forest with any safety issues, the removal of trees that would endanger the safety of the public if they were to fall and limbs (trees and limbs that have the publically used trails as a potential target if they were to fall) in accordance with Urban Forest Best Management Practices, blazed, as well as trail sprawl corrected where needed.
- Programing and proposed new usage.

Plans for the remapping of the Trail System including identification (by a licensed Soil Scientist) and mapping of the wetland areas. Updated mapping shall be provided to the City.

Prepare an estimate of the cost of construction for the proposed work.

Prepare a design, permitting and construction schedule.

Assist with Department of Economic and Community Development (DECD) Grant reimbursement filing applications and paperwork as requested to by the City.

C. Five (5) Car Garage demolition and Replacement Bunk House:

Assessment of Existing 5 car garage at 360 Grumman Avenue, plans and permitting for demolition.

Assessment of the feasibility of the replacement of the Existing 5 car garage at 360 Grumman Avenue with a new Bunk House including sewer, water and power.

Conceptual design of the new Bunk House.

Prepare an estimate of the cost of construction for the proposed work.

Prepare a design, permitting and construction schedule.

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Assist with Department of Economic and Community Development (DECD) Grant reimbursement filing applications and paperwork as requested to by the City.

Task 2 – 60% Design Work.

A. Mansion:

Develop 60% plans and cost estimates.

Participate in project review meetings with City staff to discuss design path and any required revisions.

Draft permit applications for regulatory agencies including Historical Regulatory Agency permits as required, and the attendance at agency meetings.

Update the estimate of the cost of construction for the proposed Project work.

Update the design, permitting and construction schedule.

B. Trails:

Develop 60% plans and cost estimates.

Participate in project review meetings with City staff to discuss design path and any required revisions.

Draft permit applications for regulatory agencies including Historical Regulatory Agency permits as required, and the attendance at agency meetings.

Prepare a maintenance plan and an associated cost estimate for that plan.

Update the estimate of the cost of construction for the proposed Project work.

Update the design, permitting and construction schedule.

C. Five (5) Car Garage demolition and Replacement Bunk House:

Develop 60% plans and cost estimates.

Participate in project review meetings with City staff to discuss design path and any required revisions.

Draft permit applications for regulatory agencies including Historical Regulatory Agency permits as required, and the attendance at agency meetings.

Update the estimate of the cost of construction for the proposed Project work.

Update the design, permitting and construction schedule.

Updated planning for the Construction of the new Bunk House.

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Task 3 – Semi-Final Design and Permitting (90%) Work.

A. Mansion:

Develop semi-final design plans and details required for all regulatory agencies as required by each of the permits, including Historical Regulatory Agency permits.

Submit semi-final design plans and draft permit applications to the City and all Regulatory Agencies.

Participate in project review meetings with City staff to discuss design path and any required revisions.

Address all comments from the City and all Regulatory Agencies on the 60% Design Work.

Update the estimate of the cost of construction for the proposed Project work.

Update the design, permitting and construction schedule.

B. Trails:

Develop semi-final design plans and details required for all regulatory agencies as required by each of the permits, including Historical Regulatory Agency permits.

Submit semi-final design plans and draft permit applications to the City for review and comment.

Participate in project review meetings with City staff to discuss design path and any required revisions.

Address all comments from the City and all Regulatory Agencies on the 60% Design Work.

Update the estimate of the cost of construction for the proposed Project work.

Update the design, permitting and construction schedule.

C. Five (5) Car Garage demolition and Replacement Bunk House:

Develop semi-final design plans and details required for all regulatory agencies as required by each of the permits, including Historical Regulatory Agency permits.

Submit semi-final design plans and draft permit applications to the Recreation and Parks Department for review and comment.

Participate in project review meetings with City staff to discuss design path and any required revisions.

Address all comments from the Recreation and Parks Department on the 60% Design Work.

Update the estimate of the cost of construction for the proposed Project work.

Update the design, permitting and construction schedule.

Updated planning for the Construction of the new Bunk House.

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Task 4 – Final Design (100%) Work.

A. Mansion:

After receipt of all comments and all permits have been obtained, prepare a complete set of bid documents including all Final drawings (including required details) and specifications as per City procurement process guidelines.

Updated the estimate of the cost of construction for the proposed Project work.

Update the design, permitting and construction schedule.

Deliver three (3) sets of Construction Documents (suitable for use by bidding contractors and required construction permits) for City use. An electronic copy of the bid documents shall also be supplied to the City. Drawings shall be submitted in AutoCAD Civil 3D (dwg) and Adobe Acrobat (pdf) format and the specifications shall be submitted in Microsoft Word (doc) and Adobe Acrobat (pdf) format.

Attend the Pre-Bid Walk-Thru.

Answer any Contractor's questions related to the Project that may come up during the Bid Phase of the Project and assist the City with the issuance of any required Addenda as requested.

Assist the City with the evaluation of the Bid Proposals.

Participate in a Pre-Construction meeting.

B. Trails:

After receipt of all comments and all permits have been obtained, prepare a complete set of bid documents including all Final drawings (including required details) and specifications as per City procurement process guidelines.

Updated the estimate of the cost of construction for the proposed Project work.

Update the design, permitting and construction schedule.

Deliver three (3) sets of Construction Documents (suitable for use by bidding contractors and required construction permits) for City use. An electronic copy of the bid documents shall also be supplied to the City. Drawings shall be submitted in AutoCAD Civil 3D (dwg) and Adobe Acrobat (pdf) format and the specifications shall be submitted in Microsoft Word (doc) and Adobe Acrobat (pdf) format.

Attend the Pre-Bid Walk-Thru.

Answer any Contractor's questions related to the Project that may come up during the Bid Phase of the Project and assist the City with the issuance of any required Addenda as requested.

Assist the City with the evaluation of the Bid Proposals.

Participate in a Pre-Construction meeting.

C. Five (5) Car Garage demolition and Replacement Bunk House:

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After receipt of all comments and all permits have been obtained, prepare a complete set of bid documents including all Final drawings (including required details) and specifications as per City procurement process guidelines.

Updated the estimate of the cost of construction for the proposed Project work.

Update the design, permitting and construction schedule.

Deliver three (3) sets of Construction Documents (suitable for use by bidding contractors and required construction permits) for City use. An electronic copy of the bid documents shall also be supplied to the City. Drawings shall be submitted in AutoCAD Civil 3D (dwg) and Adobe Acrobat (pdf) format and the specifications shall be submitted in Microsoft Word (doc) and Adobe Acrobat (pdf) format.

Attend the Pre-Bid Walk-Thru.

Answer any Contractor's questions related to the Project that may come up during the Bid Phase of the Project and assist the City with the issuance of any required Addenda as requested.

Assist the City with the evaluation of the Bid Proposals.

Participate in a Pre-Construction meeting.

Final planning for the Construction of the new Bunk House.

Task 5 – Public Outreach Presentation Meeting as Requested by the City.

Presentation of the 60% proposed Design Plans at a Public meeting as requested by the City.

Task 6 – Construction Administration Services as Requested by the City.

A. Mansion:

Perform construction administration support services that is anticipated to include the following.

- Review of Contractor's Shop Drawing Submittals and Product Information Data.
- Review of Proposed Construction Schedule.
- Review of Schedule of Values and Applications for Payments.
- Review of Requests for Information (RFI's).

The consultant will be required to attend the following meetings/site visits during the construction time period.

- Bi-Weekly Project Progress Meetings.
- Twelve (12) site visits including the final Punch List inspections and follow-up visits.

This work shall be performed by an Architect or Professional Engineer licensed in the State of Connecticut or a trained staff member under their direct supervision that shall be on-site to monitor the critical stages of the construction work by the Contractor.

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Perform Project closeout to satisfy all permitting requirements by the various permitting agencies and authorities having jurisdiction, including the review and filing of As-Built record drawings and information produced by the Contractor(s).

B. Trails:

Perform construction administration support services that is anticipated to include the following.

- Review of Contractor's Shop Drawing Submittals and Product Information Data.
- Review of Proposed Construction Schedule.
- Review of Schedule of Values and Applications for Payments.
- Review of Requests for Information (RFI's).

The consultant will be required to attend the following meetings/site visits during the construction time period.

- Bi-Weekly Project Progress Meetings.
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This work shall be performed by an Architect or Professional Engineer licensed in the State of Connecticut or a trained staff member under their direct supervision that shall be on-site to monitor the critical stages of the construction work by the Contractor.

Perform Project closeout to satisfy all permitting requirements by the various permitting agencies and authorities having jurisdiction, including the review and filing of As-Built record drawings and information produced by the Contractor(s).

C. Five (5) Car Garage demolition and Replacement Bunk House:

Perform the Construction of the new Bunk House.

Perform construction administration support services that is anticipated to include the following.

- Review of Contractor's Shop Drawing Submittals and Product Information Data.
- Review of Proposed Construction Schedule.
- Review of Schedule of Values and Applications for Payments.
- Review of Requests for Information (RFI's).

The consultant will be required to attend the following meetings/site visits during the construction time period.

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This work shall be performed by an Architect or Professional Engineer licensed in the State of Connecticut or a trained staff member under their direct supervision that shall be on-site to monitor the critical stages of the construction work by the Contractor.

Perform Project closeout to satisfy all permitting requirements by the various permitting agencies and authorities having jurisdiction, including the review and filing of As-Built record drawings and information produced by the Contractor(s).

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1.3 PROPOSAL SUBMISSION FORMAT

All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Candidate's name and address must appear on the envelope. Proposals should put forth full, accurate, and complete but concise information as required by this request.

All proposals shall be accepted conditional upon treatment of the information contained herein as strictly confidential.

The City of Norwalk or its agents reserves the right to respond or not to respond to specific questions, clarification or requests concerning the RFP process. Respondents to the RFP must complete in their entirety all requested information. If the information is not supplied with the proposal then the City retains the right to disqualify the respondent.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Qualifications and this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the City of Norwalk and the firm selected.

The City of Norwalk reserves the right without prejudice to reject any or all proposals that it feels is in the best interests of the City to do so.

Candidates are advised that the selection of Architects/Engineers by the City of Norwalk will be made in full compliance with the Freedom of Information laws and regulations.

Firms must submit a detailed package that includes the following:

- a. **Forms:** Fully Completed Proposal Form for the Consultant Services for the Architectural and Engineering Services – Cranbury Park, Fee Schedule including Hourly Rates for Personnel, and Insurance.
 - i. Scope of Services and Deliverables Tasks 1 – 6 on the Proposal Form for the Architectural and Engineering Services – Cranbury Park.
 - ii. Hourly Rates (regular, overtime, holiday), attached with fee schedule. If there are costs not indicated on the table you can modify the Table or add the missing category(s).
 - iii. Provide an anticipated list of required permits and estimated permit fees. The permit fees will be paid by the City directly.
- b. **Schedule:** Anticipated schedule for completing all work outlined in each of the Tasks, broken down by Task upon receiving a written Notice to Proceed. Schedule

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should include the anticipated hours by Task item.

- i. The selected Firm will NOT be required to provide testing equipment necessary to complete this project. During project estimation provide an anticipated testing schedule.

1.4 FEE SCHEDULE

The design fee will be on a Lump Sum basis for Scope of Services and Deliverables Tasks 1 – 6. Complete the Proposal Form for the Architectural and Engineering Services – Cranbury Park.

1.5 CRITERIA FOR EVALUATING PROPOSAL SUBMISSIONS

Proposal submissions will be evaluated based on the following criteria:

1. Lowest responsible fee (Grand Total of Tasks 1 – Tasks 6)

The City reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with these criteria if it determines that to do so would be in its best interests.

CITY OF NORWALK
PURCHASING DEPARTMENT

SECTION 2 – RESPONSE FORMS

CITY OF NORWALK PURCHASING DEPARTMENT

2.1 PROPOSAL RESPONSE FORM

RFP 4179A Architect and Engineering Services – Cranbury Park

Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project sites and has satisfied themselves as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. PROPOSED FEES

TASK #	DESCRIPTION	FEE
1	Assessment and Preliminary Design Work – Total	\$
	A. Mansion	\$
	B. Trails	\$
	C. Garage / Bunk House	\$
2	60% Design Work – Total	\$
	A. Mansion	\$
	B. Trails	\$
	C. Garage / Bunk House	\$
3	Semi-Final Design and Permitting (90%) Work – Total	\$
	A. Mansion	\$
	B. Trails	\$
	C. Garage / Bunk House	\$
4	Final Design (100%) Work – Total	\$
	A. Mansion	\$
	B. Trails	\$
	C. Garage / Bunk House	\$
5	Public Outreach Presentation Meeting as Requested by the City	\$

CITY OF NORWALK PURCHASING DEPARTMENT

D. HOURLY RATES – Regular, Overtime and Holiday

Identify the key project team members who will provide these services. Quantify their level of involvement (X%). Give an hourly rate (Regular, Overtime and Holiday) for each member. If there are costs not indicated on the table you can modify the Tables or add the missing category(s).

Name	Title	% Involved	Hourly Rate Regular	Hourly Rate Overtime	Hourly Rate Holiday
A	Principal-In-Charge				
B	Project Manager				
C	Project Architect				
D	Other				

E. CERTIFICATION

Submitted By:	Signature:
Authorized Agent of Company (Name & Title):	
	Date:

F. The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	