

TOWN OF CLINTON, CONNECTICUT
Request for Proposals #2023-09
Professional Architectural Design/Consulting Services
Study and Interior Renovation of Henry Carter Hull Library

The Town of Clinton seeks an architectural services firm to provide consulting and design services to assist the Town in evaluating interior renovation and design opportunities for the existing library.

I. BACKGROUND

The Henry Carter Hull Library delivers traditional community-based library services that has strong patron support and has evolved into providing other community services and event programming.

Current library services are delivered from a former commercial bank office building (\pm 20,000 SF) which was re-purposed in 1996 to become the new home of the library. Since that time a variety of small projects have been performed inside the building to better accommodate needs or to maintain the building. At this point, the Library is looking for options with a larger, holistic review of the interior space of the library to identify potential revisions or improvements to the floorplan that will support the current program as well as new and emerging uses to serve the community for another 25 years.

Identified areas of interest and concepts for study include: opening the floor plan to increase staff visibility and supervision of the space as well as improved wayfinding; recommending adjustments to configuration and space allocation of collection/program area and internal/staff service areas; increasing area available for programming for community activities, events, tutoring, small group meetings, etc...; updating interior treatments and some building elements (storefront entry); and FF&E and technology consulting.

No decision has been made to authorize moving to a construction project. The study anticipated in this RFP would support a community conversation and future decision making. Construction project approval would likely require a public referendum vote to authorize bonding.

II. SCOPE OF SERVICES

The successful architectural team's work will support decisions regarding construction costs, space allocation and the direction of any future interior work for the existing building.

More specifically, the architect will be responsible for the following:

- Verify programmatic needs and priorities with library staff and library board and relevant code requirements.
- Schematic design.
- Interior conceptual drawings. The architect will develop conceptual interior design documents consisting of drawings and other documents illustrating the scale and relationships of the building program.
- Interior Design Services including assistance in developing a potential FF&E and technology budget to support the program.
- Submit an estimate of construction costs to support a value engineering exercise and public vetting.
- Work closely with the Library Board, library staff, appropriate Town staff and other Town appointees (a possible Building Committee).

III. SELECTION CRITERIA

Respondents will be evaluated and selected based on technical competence, the qualifications and experience of key project team members actively involved in the work, past record of performance, experience in library renovations and management approach to project cost control.

- Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above.
- The selected firm must meet all Town, State and Federal affirmative action and equal opportunity practices.
- The selected firm must demonstrate an understanding of, and experience with, comparable public library projects, including public input, and adherence to budget and construction schedule.
- Responding firms should have experience with interior design for public buildings generally and libraries specifically.
- Responding firms must also possess successful working experience with the requirements and administrative needs of the State of Connecticut Library Construction Grant Program.

A committee will review firm submittals and contact references. Interviews will be conducted with the individuals or firms with the highest ranked qualifications.

Fees

- The consulting/design fee(s) should be listed separately. The fee(s) shall be inclusive of all expenses.

IV. SUBMITTAL REQUIREMENTS

A letter of interest, together with OMB Standard Form 330 Parts I and II (Architect – Engineer Qualifications), general information on the firm and proposed sub-consultants (including any library building consultant), the firm's brochure, experience of the firm, a resume of key personnel assigned to this scope of work, and five (5) municipal references from similar library projects should be addressed to: Town Manager, Town of Clinton, 54 East Main Street, Clinton, CT 06413.

All interested firms must submit a detailed statement describing the organizational structure under which the firm purposes to conduct business. Proposed subconsultants should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined.

Submittals should also include the following specific information:

- Discuss the firm's library building design philosophy and project management philosophy.
- Describe three past interior design problems. Include in the response examples that show the team's understanding of the unique design needs for libraries and how you have innovatively solved these issues.
- Statement of experience designing/acquiring/installing technology, both specific library technology and other.
- Current workload of firm and specific personnel assigned to this project.

INSURANCE REQUIREMENTS:

Respondents shall agree to maintain in force at all times during which services are to be performed the following coverages and shall endorse the Town of Clinton as an Additional Insured on a primary and non-contributory basis. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Clinton.

General		(Minimum Limits)
	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000

A Waiver of Subrogation shall be provided.

Auto Liability:	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Umbrella:	Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000
Workers' Compensation and WC Statutory Limits		
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Exclusions to the Policy: A statement of exclusions to all policies will be submitted prior to the award of contract.

V. SUBMITTAL INSTRUCTIONS:

Karl Kilduff, Town Manager, will serve as proposal coordinator. This individual may be contacted at the Town of Clinton, 54 East Main Street, Clinton, CT 06413. Email: kkilduff@clintonct.org.

Five (5) copies of all letters of interest and requested materials must be received **no later than 11:00 a.m. on Wednesday, January 10, 2024**. Responses received after this date and time will not be considered. Proposals should be labeled "Town of Clinton Architectural Design Services." Faxed or electronically mailed (e-mailed) proposals will be deemed non-responsive and will not be accepted.

All inquiries shall be in writing and directed, to the individual noted above, no later than Wednesday, January 3, 2024. Inquires can be made via e-mail (kkilduff@clintonct.org). Any clarifications made in response to the questions of any one potential firm will be communicated in writing to all other known, potential firms.

An electronic copy of this request for proposals, along with any changes, will be posted on the Town web page (www.clintonct.org). The Town may issue Addenda to this RFP. When issued, addenda will be posted on the Town's

website under the “Bid Opportunities” link located on the home page. It is the Respondent’s responsibility to check for and address any Addenda to this RFP.

VI. GENERAL INFORMATION:

1. The Town of Clinton reserves the right to accept or reject any and all proposals and reserves the right to waive technicalities where such action best serves the interest of the Town. The Town of Clinton reserves the right to withdraw its RFP at any time prior to final selection, in its sole discretion.
2. The Town of Clinton will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. The Town reserves the right to award the contract in any manner it deems to be in the best interest of the Town of Clinton.
3. All responses provided should be as detailed as possible to provide the proposal evaluators with enough information to make a fair assessment of the proposer’s qualifications and approach.
4. The Town will not be liable for any costs associated with the preparation or submittal of this RFP or subsequent presentations.
5. The Town of Clinton will review and evaluate all proposals that have been received by the submission deadline. Evaluation of the proposals will be based on the information provided in the Respondent’s submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by the Town of Clinton.
6. In submitting the proposal, the Respondent agrees that the proposal will remain valid for a period of one hundred twenty (120) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Fees quoted must be firm, for acceptance by the Town of Clinton, for a period of one hundred twenty (120) days.
7. No contract may be assigned or transferred without the consent of the Town of Clinton.

8. Each Respondent is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A Respondent's failure to have reviewed all information that is part of or applicable to this RFP, including but not limited to any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each Respondent is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the provision of goods or performance of the work described herein.

By submitting a proposal, each Respondent represents that it has thoroughly examined and become familiar with the scope of work outlined described in this RFP, and it is capable of performing the work to achieve the Town's objectives.

9. A Respondent filing a proposal thereby certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Respondent of the same call for proposals, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

Respondents must fully disclose, in writing to the Town on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Respondent were to become a contracting party pursuant to this RFP. The Town shall review any submissions by Respondents under this provision and may reject any Proposals where, in the sole opinion of the Town, the Respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Respondent were to become a contracting party pursuant to this RFP.

APPENDIX A
REQUEST FOR PROPOSALS
PROFESSIONAL ARCHITECTURAL DESIGN/CONSULTING SERVICES
NON COLLUSION AFFIDAVIT FORM

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the proposal is genuine; it is not a collusive or sham proposal;
- (2) the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and
- (4) no elected or appointed official or other officer or employee of the Town of Clinton is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Town of Clinton to consider its proposal and make an award in accordance therewith.

Legal Name of Proposer

(signature)
Proposer's Representative, Duly Authorized

Name of Authorized Representative

Title of Authorized Representative

Date

Subscribed and sworn to before me this ____ day of _____, 202__.

Notary Public
My Commission Expires: