

# LEGAL NOTICE

## Request for Proposal

The **Town of Brookfield** invites all interested parties to submit sealed proposals on the following :

**Proposal Due Date:** May 16, 2017  
**Proposal Due Time:** 11:00 am  
**Proposal Item:** Space Needs Study, Police Station  
Site visit 10am May 8, 63 Silvermine Rd  
**Proposal Number:** 17 - 10

Terms and conditions as well as the description of items being proposed are stated in the specifications.

Specifications may downloaded from [www.brookfieldct.gov](http://www.brookfieldct.gov) under Legal Notices/RFP's tab or at the State DAS Bid portal at [www.das.ct.gov](http://www.das.ct.gov) or by contacting :

**Jerry Gay, Purchasing Agent**  
**100 Pocono Road**  
**Brookfield, CT. 06804**  
**203 – 775 – 7613**  
**[jgay@brookfieldct.gov](mailto:jgay@brookfieldct.gov)**

The return Proposal envelope must be marked and addressed to the following:

**TOWN OF Brookfield**  
**Purchasing Agent**  
**BoE Offices, 2<sup>nd</sup> floor**  
**RFP Number: 17 - 10**  
**100 Pocono Road**  
**Brookfield, CT. 06804**

Proposals must be received no later than the date and time stated above at the Purchasing Agents office on the second floor in the Board of Education Offices. **For further information, contact Jerry Gay at (203) 775 - 7613 or E-Mail at [jgay@brookfieldct.gov](mailto:jgay@brookfieldct.gov)**

**Documents are available at [www.brookfieldct.gov](http://www.brookfieldct.gov) in the Legal Notices / RFP's tab or at the State of CT DAS Bid Portal [www.das.ct.gov](http://www.das.ct.gov)**

**Results may be viewed at [www.brookfieldct.gov](http://www.brookfieldct.gov) in Legal Notices / RFP's tab**

# Town of Brookfield CONNECTICUT

## BOARD OF SELECTMAN

### INSTRUCTIONS TO Bidders / Proposers

1. Submit bids or proposals in a sealed envelope plainly marked with bid number to identify this particular bid/proposal. Faxed or emailed bids or proposals will not be considered. Submissions after the closing date and time will not be considered
2. Withdrawals of or amendments to bids/proposals received later than the time and date specified for bid opening will not be considered.
3. The Board of Selectman of the Town of Brookfield reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid/proposal or part thereof, and to accept any bid/proposal deemed to be in the best interest of the Town of Brookfield, Connecticut.
4. Vendors may be present at the opening of bids, which will be opened in public immediately upon the closing date and time.
5. Bids/Proposals may be held by the Town of Brookfield for a period not to exceed sixty (60) days from the opening of bids/proposals for the purpose of reviewing the bids/proposals and investigating the qualifications of vendors prior to the awarding of the contract.
6. Insurance requirements, if any, must be submitted with the bid/proposal. This includes any Hold Harmless requirements as well as Certificates of Insurance, if required, for the full amounts specified. **Unauthorized changes** to these forms, i.e. adding, striking out and/or changing any words, language or limits without prior agreement **may cause the bidder to be disqualified**.

**Please Note** : Certificates of Insurance, if required, **MUST** name the Town of Brookfield as "**Additional Insured**". Failure to do so may mean disqualification from the Bid/Proposal.

**APPENDIX - HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the undersigned Contractor shall defend, indemnify and Hold Harmless the Town of Brookfield, it's affiliated entities, and their employees and agents (collectively "the indemnified parties") , with respect to all losses, damages, fines, penalties, costs and expenses and liabilities, including, but not limited to, costs and expenses of defending against any of the foregoing, arising from any claim, suit or action in which it is alleged or determined that any injury to or death of any person, or damage or destruction to the property of any person caused, in whole or part by : (i) the acts or omissions, whether negligent, willful or otherwise, of Contractor, it's employees or agents; (ii) the violation of any statute, rule, ordinance or regulation, by Contractor, it's employees or agents; or (iii) Contractors agents or employees performance of, non-performance of, or failure to properly perform, its obligations and duties under this contract.

The Contractor shall comply with the Provisions of the Immigration Reform and Control Act of 1986 effective and enforceable as of June 6, 1987 which Act makes unlawful the hiring for employment or subcontracting individuals failing to provide documentation of legal eligibility to work in the United States. The Contractor shall hold the Town of Brookfield harmless for the failure of the Contractor to comply with the provisions of said Act.

IN WITNESS WHEREOF, the parties hereto have set their

hand and seal this the \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Company Business Name

Signed, Sealed and Delivered in the  
Presence of:

Signed:

\_\_\_\_\_

\_\_\_\_\_

## APPENDIX - INSURANCE REQUIREMENTS

Each bidder/proposer shall carry and maintain the following insurance coverage during the period of the contract : The Certificate of Insurance for the Limits of Liability stated below should be submitted with your bid to the Purchasing Department at Town Hall. **Bidders/Proposers may not perform any work until all insurance requirements are met.**

1. **Comprehensive General Liability Insurance** as will protect him, the Town, and any subcontractor performing work covered by this Contract, from claims for damages for personal injury, including accidental or wrongful death, as well as claims for property damages, which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Liability insurance shall include premises and operations, products, contractual, owners, and contractors protective. The minimum amounts of such insurance shall be as follows:
  - Bodily Injury Liability and Property Damage Liability:  
**\$1,000,000 each occurrence.**
  - **The Town of Brookfield shall be named as an Additional Insured**  
This **MUST** be stated explicitly on the Certificate or you will be **disqualified**
2. **Worker's Compensation Insurance and Employer's Liability** for all of his employees, employed at the site and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all employees of the later unless such employees are covered by the protection afforded by the Contractor.
  - Worker's Compensation and Employer Liability:  
Statutory Limits
3. **Comprehensive Auto Liability Insurance:**
  - **Bodily Injury Insurance and Property Damage Insurance** covering the operation of all Motor Vehicles owned, hired and/or non-owned by the Contractor, or used by the Contractor in the Prosecution of the work under the Contract, shall be in the minimum of **\$1,000,000 each occurrence.**

**All policies relating to this Contract shall be so written so that the Town shall be notified of cancellation or change at least thirty (30) days prior to the effective date for each policy and type of coverage except for nonpayment which shall be ten (10 ) days prior to the cancellation.** Renewal certificate covering the renewal of all policies expiring during the life of the Contract shall be filed with the Town not less than ten (10) days before the expiration of such policies. Failure to do so will result in work stoppage and possible contract cancellation.

## **Space Study Needs Assessment – Police Station**

### **RFP 17-10 due May 16, 2017 at 11:00am**

The Town of Brookfield and the Brookfield Police Commission (The Town) is requesting qualified firms for sealed proposals for providing an overall space needs assessment study for the Brookfield Police Station, to document current needs and capture the anticipated needs over the next 20 years and to make recommendations and solutions with concept drawings along with estimated budgetary costs for providing adequate facilities.

The Town of Brookfield Police Station is 30 years old and located at 63 Silvemine Road. The Department currently has 34 officers, 10 civilians and 6 part time officers and approximately 25 vehicles. Plans of the current building will be provided to the awarded firm. A site visit is scheduled for Monday May 8 at 10:00am.

The Town is looking for qualified firms to provide architectural programming services to evaluate the current building's suitability for both current needs as well as future needs up to 20 years, and provide for options in meeting both the current and future needs, along with estimated costs.

Among the methods that the Town would expect to be used are the use of programming questionnaires, interviews, review of the department organization, work flow throughout the building, personnel counts (current and future) and growth projections, along with any other additional procedures that the vendor would deem valuable in analyzing space needs. Proposals should outline the possible approaches that they would envision in capturing all the data required to make an accurate needs assessment. Proposals should explain the estimated time they expect will be required for various methodologies in capturing information.

Among the topics the Town would like addressed would be adequate meeting space, storage space for evidence and other specialized materials and equipment items, break and training rooms, sheltered parking for approximately 25 department vehicles including Mobil Ops Unit, SCUBA Bus, Boat and Polaris ATV (plus future veh/equip needs), adequate employee locker and shower facilities, dedicated exercise space, and an indoor firing range. Other areas to be considered are the lobby, records, administrative, communications, detective, classroom, muster, IT server and armory spaces. The Station functions as the Town's Emergency Operations Center with appropriate space for staff and equipment required for those events. The report shall address the needs of these area's, both current and future.

The awarded firm shall provide and list reasonable options and solutions on how best to meet both the current and future needs, along with approximate costs sufficient for accurate long range budgetary planning. Concept drawings or renderings should be part of visually explaining some of the various options, along with any other additional methods the vendor may propose. All reasonable options shall be considered in providing adequate space for police operations, both currently, and in the future.

The Town will expect both the current and future needs requirements data, findings, conclusions and results to be organized and documented into easily readable spreadsheet style formats and reports, plus any additional methods for assessing results, and producing a report that outlines and summarizes all the data, results, conclusions, costs and options in a clear, understandable and readable manner. The selected firm would be expected to have key personnel attend 1-2 evening meetings to present the report and explain their results to the appropriate boards/commissions. Firms should provide sample reports (or key portions of reports) that would be produced to assist in evaluating firms for the Town making an award.

The Town will make available all pertinent personnel, current and expected future building usage, building plans and any related documents, plus any additional items the awarded vendor deems necessary to perform the study. The proposal should list the personnel, items and documents expected to be reviewed.

The Town will make the current station available for a site visit on Monday May 08 at 10:00am for any interested parties. Substantive discussions of current and future needs will not occur at this meeting. It will simply be a tour of the existing structure in showing how it is currently configured and being utilized.

Questions shall be directed to Jerry Gay, Purchasing Agent at [jgay@brookfieldct.gov](mailto:jgay@brookfieldct.gov) or 203-775-7613. Addendums, if any, will be posted at the Town and State DAS Bid Portal web pages and it is the vendors responsibility to check for them. Addendums shall not be issued within 48hrs of the closing date/time without adjustment of the closing date/time.

Sealed proposals shall be delivered to Jerry Gay, Purchasing Agent, 100 Pocono Road, Brookfield CT, 2<sup>nd</sup> floor BOE Offices, where they will be opened and publicly read aloud at the closing date and time. Late, faxed or e-mailed proposals will not be accepted.

The Town would expect to make an award within 2-3 weeks of the proposal closing, with the awarded firm starting immediately upon award. The Town will expect a finished report delivered by the awarded firm no later than August or September 2017. A review committee shall be established to review proposals and make recommendations to the Police Commission and Board of Selectman. A basic contract and Purchase Order will be entered into by the Town with the contents of this Request for Proposal forming the basis for that contract. All personnel assigned to the project may be subject to Police background checks prior to entering the Police Station.

Firms should provide an overview of their firm listing the structure, years in business, along with their qualifications for performing a study such as described, along with key personnel that would be assigned to this project. Past history of performing similar needs projects, particularly for Municipalities, should be listed including names, addresses, phone numbers and e-mails for the contact person of completed or ongoing projects of the past five years. Background in making accurate future projections of population, needs and space, particularly in the Municipal Police environment, should be highlighted. Information on any suits filed, judgments entered or claims made against the firm(s) in the past five years shall be disclosed. Firms shall submit five sets of their proposal.

Firms may partner together in providing all the services required. This partnership should be fully disclosed in listing the responsibilities of each firm along with their qualifications. The Town would prefer to enter into a single contract with a primary firm, where a partnership is proposed, with one firm taking the responsibility for performing the needs analysis and then delivering the reports, conclusions and solutions.

The Town is requesting a lump sum fee for providing a study such as described above. Firms shall state what assumptions, allowances, reports, and appearances are factored into the lump sum fee. Components may be broken out in separate pricing at the firms choice. Firms shall list the basic hourly rates for their personnel categories. Firms shall list anticipated reimbursable expenses for a project of this size. Firms shall state what is included as part of the fee, including detailing the manner of the reports, data and conclusions that would be delivered. The Town reserves the right to short list firms and perform interviews as deemed necessary. The Town also reserves the right to negotiate with the short listed firm(s) in negotiating the mutual understanding of the Scope of Work both as listed above and in the firm's proposals to conform to the available funding and desired results. The Town reserves the right to make an award as to what is in its best interests.