

**TOWN OF EAST HAMPTON
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSALS
Facility Evaluation
RFP 2015 #33015**

The Town of East Hampton will be accepting proposals from qualified firms and individuals interested in conducting facility evaluation to include: Programing space needs, Department Square Footage needs and estimated Costs. Interested individuals and firms should request the proposal instructions and details from the Town Manager, 20 East High Street, East Hampton, CT 06424, or via the Town's website at http://www.easthamptonct.gov/Pages/EastHamptonCT_Finance/index.

Responses to the Proposal must be submitted to the Town Manager no later than **April 13, 2015 at 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

Michael Maniscalco
Town Manager

**TOWN OF EAST HAMPTON
REQUEST FOR PROPOSAL
For
FACILITY EVALUATION**

I. GENERAL INFORMATION

A. INTRODUCTION

The Town of East Hampton is requesting proposals from qualified individuals and firms located and authorized to do business in the State of Connecticut to provide a Facility evaluation for the Town Hall/ Police Department and General government services. Interested parties should submit a proposal response in accordance with the requirements and directions herein.

B. BACKGROUND INFORMATION

The Town of East Hampton is a classic New England community operating under a Town Meeting style with a Town Manager-Council form of government. Over the past 40 years the Town population has grown driving the town from just under 6,000 people in 1960 to just fewer than 13,000 in the 2010 census.

With 60.5 FTE the and growing demand s for service Town Facilities are lacking space and are deteriorating. Staff and the community have identified that both better levels and more efficient services can be provided through different facilities.

C. PROJECT SCOPE

The East Hampton Town Council is looking for professional guidance in the evaluation, development and planning in regards to the Town of East Hampton general government facilities and Center school. Specifically they are looking for the consultant to:

1. Review and Evaluate the renovation of Center school as a Community Center/ General government facility;
2. Explore the potential relocation of grades 4 and 5 from Center school to Memorial School;
3. Review the possibility of moving the Police Department to a new facility at 195 West High St.;
4. Evaluate the Costs of keeping Center School as a School.

The Town Council is looking for a thorough review of Department programing needs to update the 2005-2008 Friar report (<http://www.easthamptonct.gov/Pages/friar.pdf>) ; a professional space estimate for all departments and an associated cost.

D. MINIMUM QUALIFICATIONS FOR CONSIDERATION

The proposer must meet the following minimum criteria to be given further consideration. Failure to meet the minimum criteria will result in the proposer's rejection by the Town:

- Have conducted a Facility evaluation before for similar sized organization or municipality;
- Work group must have relevant degrees or significant education and/or experience in Facility Evaluation and design services.

E. TERMS AND CONDITIONS

The selected firm or individual will be expected to commence services on or about **May 4, 2015** subject to contract execution. The Town of East Hampton reserves the right to cancel this proposal process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract;
- The Town, through changes in its requirements or method of operation, no longer has a need for this service;
- The Town is not satisfied with the level of services provided under the contract or the firm fails to comply with any terms and conditions outlined in the contract.

Project Period

It is the intent to complete the project by June 29, 2015, or less, of the commencement date.

Compensation

Compensation for services shall be paid monthly in arrears based on services provided and allowable incurred costs. However, the Town may consider other payment arrangements.

Termination

Unless otherwise agreed to, either party may terminate this Agreement at any time by giving the other party 30 days written notice. If this Agreement is terminated by the Town, The Town shall pay for all work performed and for all expenses incurred prior to the effective date of termination.

Engagement Team

The staff assigned to this engagement are considered essential to the work being performed. Substitutions may only be made upon mutual agreement between the Town and the firm.

Freedom of Information

The Town will not be liable for any costs incurred in the preparation of the response to this Request for Qualification. All proposal submissions and materials shall become the property of the Town and will not be returned. Respondents to this RFQ are hereby notified that all

proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

II. SCOPE OF SERVICES

The proposals submitted should include building costs, state/federal reimbursements and a timeline for completion of each phase of the project.

The result of this process will enable the Town Council to make an informed decision regarding the most efficient and cost effective use of available space while satisfying the needs of specific departments.

1. Renovation of Center School as Community Center/ General Government Services facility

Determine programming needs and space requirements of:

- a. All town departments – inclusive of the police department;
- b. The Board of Education administrative offices;
- c. Homeland Security;
- d. Chatham Health District;
- e. Probate Court.

2. Explore Relocation of Grades 4 and 5 at Memorial School:

Work with the Board of Education and the Superintendent of Schools to determine enrollment projection, classrooms needed and the space required to accommodate the two displaced grades.

3. 195 West High Street Site:

Incorporating the programming needs of the police department and including the same parameters, explore a retrofit of the property at 195 West High Street to serve as a police department.

4. Center School:

Determine cost associated with upgrading center school to continue use as a school.

III. SUBMISSION OF PROPOSAL

A. PROPOSAL INSTRUCTIONS

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFP and you are capable of performing the work to achieve the Town's objectives. Respondents should clearly describe the specific Human Resource and Organizational Evaluation services for which their proposal is submitted.

All firms are required to submit a **clearly marked original and seven (7) copies** of their proposal to Michael Maniscalco, Town Manager, 20 East High Street, East Hampton, CT by **April 13, 2015 at 11am**. All proposals will be opened publicly and recorded as received. Proposers may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked:

**SEALED REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES PROCUREMENT NOTICE
FACILITY EVALUATION RFP2015-33015
DATE – April 13, 2015
TIME - 11:00 A.M.**

All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein and presented and clearly marked in the order within this written proposal.

- a. Table of Contents to include clear identification of the material provided by section and number.
- b. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract. This letter also must affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this Proposal.
- c. Name and telephone number of person(s) to be contacted for further information or clarification.
- d. A background and qualifications statement including, name of firm/individual, capabilities, and description and history of your firm and the servicing office.
- e. Include a list of municipal client references (cities or towns) for which services similar to those outlined herein have been provided within the past five (5) years or are currently being provided. This list shall include the following information:
 1. Name of the city/town;
 2. Timeframe for service;
 3. Type of Service being provided;
 4. Name, address, and telephone number of the principal contact of the city/town;

The Town reserves the right to contact these organizations regarding the services performed by the firm.

- f. List of personnel to be assigned, including the principal contact. Please list the number of years of experience in their current position, municipalities served and their roles in providing services. Also provide their resumes, and document the chain of command for these individuals;
- g. Understanding of the Scope of Work. Include information that explains your firm's ability to perform, implement and administer this project, emphasizing experience with other similar municipal clients. Summarize all areas of expertise and experience including the types of services supplied to past and present clients;
- h. A detailed narrative regarding how you will address the project scope to include methodology;
- i. A listing of any instances where the firm's services were terminated for cause, with the outcome, list must include all instances against the firm or individual(s) within the past five (5) years;
- j. A detailed proposal regarding the costs and expenses involved for the provision of services including hourly rates of personnel providing these services, discounts, invoiced expenses, caps, other costs involved and an overall not to exceed total project cost. Please also detail any administrative costs that the firm/individual will bill the Town. For example: copier, computer research, postage, messenger, long distance phone calls. Respondent may also include any alternative cost solutions they want the Town to consider;
- k. A concluding statement as to why the respondent is best qualified to meet the needs of the Town, including any other information relative to this proposal;
- l. Signed Non-Collusion Statement (ATTACHMENT A);
- m. A statement, signed by the firm principal, that the Firm has read, understands and agrees with the terms of Example Agreement (ATTACHMENT B).

Proposals must be signed by an authorized member of the law firm, and the name, address and telephone number of a representative qualified to answer questions during the review process must be included.

B. TOWN CONTACTS

1. All technical inquiries relative to this RFQ must be directed in writing to

Mr. Michael Maniscalco, Town Manager at 20 East High Street, East Hampton, CT 06424 or mmaniscalco@easthamptonct.gov.

2. For administrative or procurement questions concerning this proposal, please contact Jeff Jylkka, Finance Director at (860) 267-7548.

All questions, answers, and/or addenda, as applicable will be posted on the Town's website, faxed, and/or emailed to all known respondents. Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

No other East Hampton Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

III. EVALUATION AND SELECTION PROCESS

A. EVALUATION CRITERIA

The following factors will be considered by the Town when evaluating proposals.

- Accuracy, overall quality, thoroughness and responsiveness to the Town's requirements as summarized herein;
- Firm's experience with municipal Facility evaluation studies including all departments identified;
- Firm's approach to assignment including firm's demonstrated understanding of the Scope of Services and of the customer's needs and objectives;
- Fee.

B. SELECTION PROCESS

Following the review and evaluation of proposals, the Town reserves the right to request certain additional information. The Selection Committee will review the proposals based upon the criteria herein. Based on the review and rating of proposals, a short list of respondents will be invited to interview with the Town Selection Committee. Respondents are advised that the Town expects to hold interviews of the top rated firms the week of April 20, 2015.

The information in this Request for Proposal will serve as the basis for the Selection Committee review and recommendation for firm/individual interviews. Respondents are encouraged to

address each of the factors thoroughly and provide additional information concerning background, experience, and qualifications.

Based on the results of the interview process, the Selection Committee will review the Scope of Services, proposed fee structure, and other factors with the top rated firm(s) and negotiate a specific agreement and final fee.

This request for proposal does not commit the Town of East Hampton to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for qualifications become the property of the Town of East Hampton. The Town of East Hampton reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for qualifications, and to waive any informality if it is in the best interests of the Town to do so.

C. TIMELINE

The following schedule is anticipated. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	March 30, 2015
RFP Due Date	April 13, 2015
Interviews with Top Respondents	Week of April 20, 2015
Contract Effective Date	May 4, 2015

ATTACHMENT A

**TOWN OF EAST HAMPTON
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
Facility Evaluation
RFP #2015-33015**

NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

ATTACHMENT B

EXAMPLE AGREEMENT

This Agreement is made as of the 4th day of May, 2015, by and between the Town of East Hampton, a Connecticut municipal corporation (hereinafter referred to as “Town”), and _____ of _____, Connecticut (hereinafter referred to as the “Consultant”).

The Town and Consultant hereby agree as follows:

1. Consulting Services: During the term of this Agreement (defined below), Consultant shall serve as an independent consultant to the Town. Consultant shall use his/her/its best efforts to:

(A.) Review and Evaluate the renovation of Center school as a Community Center/ General government facility;

(B.) Explore the potential relocation of grades 4 and 5 from Center school to Memorial School;

(C.) Review the possibility of moving the Police Department to a new facility at 195 West High St.;

(D.) Evaluate the Costs of keeping Center School as a School.

2. Length of Agreement: This Agreement shall commence on the day it is fully executed by the parties and shall terminate on June 29, 2015, unless terminated earlier by the Town, or Consultant, or mutually extended by the parties in writing.

3. Compensation: In consideration of the performance of said consulting services compensation shall be paid monthly in arrears based on the services provided on the ____ day of each month, subject to documented verification of time expended in fulfilling the terms of this Agreement. Additionally, the Town shall reimburse Consultant for all reasonable expenses incurred during the Consulting Period in connection with the performance of his/her/its duties hereunder consistent with the policies of the Town, such as mileage, printing, binding and the like, subject to verification.

4. No Disclosure: Consultant agrees that he/she/it will not at any time during or after the term of this Agreement reveal, divulge or make known to any person, firm or corporation any information concerning the business or operations of the Town, or the selection process set forth herein, or reveal, divulge or make known to any person, firm or corporation any secret or confidential information whatsoever in connection with the Town or its business, or anything connected therewith unless directed by the Town or as may be required by operation of law.

5. Non-Employment Relationship: The Town and Consultant are independent parties. In accordance with Consultant’s status as an independent party, nothing contained in this Agreement shall create, or be construed or deemed as creating, the relationships of principal

and agent, partnership, joint venture, employer and employee, and/or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms and conditions of this Agreement. Consultant understands and agrees that he/she/it is not entitled to employee benefits including, but not limited to, worker's compensation and employment insurance coverage, and disability from the Town. Consultant shall be solely responsible for any applicable taxes.

6. **Applicable Law:** This Agreement shall be governed by the laws of the State of Connecticut.

7. **Outside Professional Activities:** Consultant may undertake and accept consultative work, and other employment opportunities and obligations, provided such activities do not interfere with meeting his/her/its responsibilities and duties contained in this Agreement.

8. **Amendment:** This Agreement may be amended from time to time by written instrument agreed to and executed by both the Town and Consultant. Consultant agrees to make himself/herself/itself available to provide additional consulting services if funding becomes available for such services.

9. **Termination:** Duties pursuant to this Agreement may terminate at any time by giving the other party 30 days written notice, unless otherwise agreed to by both the Town and Consultant. If this Agreement is terminated by the Town, the Town shall pay for all work performed and for all expenses incurred prior to the effective date of the termination.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement as of the day and year first set above.

TOWN OF EAST HAMPTON

BY: _____

Michael Maniscalco
Its Town Manager
Duly Authorized

(Name of Chosen Consultant)
Consultant