

REQUEST FOR PROPOSALS

No. 1075

ARCHITECTURAL SERVICES

FOR

HUMAN SERVICES FACILITY

330 PARK AVENUE

BLOOMFIELD, CT



Alvin and Beatrice Wood Human Services Center

Date: October 10, 2016
To: All Prospective Respondents
Subject: Request for Proposals (RFP) No 1075: ARCHITECTURAL SERVICES FOR HUMAN SERVICES FACILITY

The Town of Bloomfield invites you to submit a proposal based on the requirements of the enclosed RFP. The RFP and any addenda can be found on the Town of Bloomfield website, www.bloomfieldct.org, as well as the State of CT Dept. of Administrative Services website, http://www.biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2. The information contained herein outlines the intent and scope of the project; the guidelines governing the submission and evaluation of all proposals; and *IRS Form W-9, Request for Taxpayer Identification Number and Certification* must be completed and submitted with your proposal.

We ask that your proposal conform to our format request as closely as possible. The Town may accept proposals that take exception to any requirement in the RFP. Any exception or alternative must be clearly delineated in a separate attachment to the proposal submitted. The RFP and the proposal submitted by successful Architects will be made part of the resultant contract between the Town and the successful Architect.

There will be a non-mandatory Pre-Proposal conference with respect to this RFP on Monday, October 24, 2016, at 2:00 PM in the lobby of the Alvin and Beatrice Wood Human Services Center located at 330 Park Avenue, Bloomfield, CT.

All proposals must be received in the office of the Purchasing and Risk Manager by **1:00 P.M Wednesday, November 2, 2016.**

One Original (clearly identified as such) and ten (10) copies plus a thumb drive with a read only copy of the proposal shall be submitted to the attention of

**Purchasing and Risk Manager
Town of Bloomfield
2nd Floor
800 Bloomfield Avenue
Bloomfield CT 06002**

The Package submitted containing proposals shall be sealed, bearing on the outside the firm's name and address and plainly marked "**RFP 1075 ARCHITECTURAL SERVICES FOR HUMAN SERVICES CENTER**"

The Town of Bloomfield looks forward to receiving your response.



TOWN OF BLOOMFIELD
REQUEST FOR PROPOSALS #1075
ARCHITECTURAL SERVICES
FOR HUMAN SERVICES FACILITY

Alvin and Beatrice Wood Human Services Center

1. **INTENT AND BACKGROUND**

- 1.1 The Town of Bloomfield is soliciting proposals from qualified Architects ("Architect") for the purpose of architectural services for a new human services facility. Scope of work includes program evaluation, architectural and engineering design, cost estimating, construction documents, bidding and construction administration, and project close-out assistance for the project described in the Request of Proposal (RFP).
- 1.2 The goal of the Town is to demolish the existing 90,752 sq. ft. facility currently housing its Leisure Services Department (LS), Senior Services Department (SS), Social & Youth Services Department (SY) while additionally providing tenant space for Bloomfield Access Television (BATV) and the Chamber of Commerce (CC), and replacing it with a new facility of approximately 52,419 SF on the same parcel, housing the same occupants.
- 1.3 The Town is seeking approval of funding in the amount of \$22,300,000 for this project via referendum in November 2016.
- 1.4 Space utilization and programming for the new facility was performed by Centerbrook Architects in early 2016.
- 1.5 All work performed under this contract shall be under the direction of a registered Architect and/or Engineer licensed by the State of Connecticut.
- 1.6 The Human Services Facility Building Committee ("Building Committee") has been established by the Town to oversee the project.

2. **SUBMISSION AND DEADLINE**

- 2.1 All proposals must be received in the office of the Purchasing and Risk Manager by 1:00 p.m., Wednesday, November 2, 2016. One original (clearly identified as such) and ten (10) copies of the proposal, plus a read only copy on a thumb drive shall be submitted to the attention of the Purchasing and Risk Manager at:

Town of Bloomfield
Town Hall, 2nd Floor
800 Bloomfield Avenue
Bloomfield, CT 06002

- 2.2 Package containing proposals must be sealed, bearing on the outside the Architect's name and address and plainly marked "RFP 1075; ARCHITECTURAL SERVICES FOR HUMAN SERVICES FACILITY"
- 2.3 Questions about this Request For Proposal and submission requirements must be submitted to and received by email or via fax, to the Purchasing and Risk Manager at nhaynes@bloomfieldct.org or 860-243-2913 by 4:00 PM Wednesday, October 6, 2016.
- 2.4 There will be a non-mandatory Pre-Proposal conference with respect to this RFP on Monday, October 24, 2016 at 2:00 PM at the Alvin and Beatrice Wood Human Services facility located at 330 Park Avenue, Bloomfield, CT. Written clarifications or interpretations, as well as any changes or amendments to this RFP, will be issued by Addenda not later than 4 PM on Friday, October 28, 2016. Only information issued by formal written Addenda will be binding. Oral and other clarifications or interpretations will be without legal effect. Addenda will be posted *only* on the Town's website as well as the State DAS website.
- 2.5 Architects are required to limit their contact with the Town regarding this RFP to the persons named herein.
- 2.6 The Town may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this RFP.

3. **SPECIAL INSTRUCTIONS**

- 3.1 Architects responding to this Request for Proposal are hereby notified that all proposals submitted and information contained therein and attached thereto will not become public information until the Town has awarded a contract to the successful respondent.
- 3.2 Architects responding to this Request For Proposal, and their sub-consultants, must have sufficient staff and expertise to complete the required services. The Architect must agree that all personnel assigned to this project are qualified for this type of work.
- 3.3 It is the intent of the Town to utilize a Construction Manager at Risk delivery method for the project. The Architect will coordinate and cooperate with the selected Construction Manager ("CM").
- 3.4 It is the intent of the Town that the new facility be a high performance building utilizing cost effective and energy efficient materials and systems. LEED or other such certifications will not be sought, however, energy efficient and sustainable design concepts are encouraged and desired.

4. **QUALIFICATIONS**

Eligible proposers will be those firms that have, at a minimum, the following qualifications:

- 4.1 Project team members with the requisite professional background, relevant experience and qualifications to successfully complete the assigned work.
- 4.2 Demonstrated ability to work with and comply with federal, state, and local public agencies and persons in official oversight/compliance capacities.
- 4.3 Demonstrated ability to provide required services, and to perform the work within the project period. The Town of Bloomfield (the "Town") seeks a qualified firm to provide

design, cost assessment, and construction administration services for the Human Services Facility (HSF).

5. **PROJECT BACKGROUND**

The Alvin and Beatrice Wood Human Services building is located at 330 Park Avenue, and was built in 1959 as a school. It sits on approximately 20 acres of land and is on a bus line.

The facility provides 21st century services in a building that was constructed for mid-20th century needs. On any given day the facility is visited by patrons of all ages using the building for the many programs it offers. The facility currently houses three Town Departments: Leisure Services, Social and Youth Services and Senior Services. The facility is home to the Town's Marilyn Michaelson Senior Center and the Town provides tenant space to Bloomfield Access Television (BATV) and the local Chamber of Commerce.

The goal of the Town is to demolish the existing building, a 90,752 sq. ft. facility and replace it with approximately 52,419 SF facility to adequately house its Leisure Services Department (LS), Senior Services Department (SS), Social & Youth Services Department (SY) while additionally housing Bloomfield Access Television (BATV) and the Chamber of Commerce (CC) as tenants.

In early 2016, the Town retained the services of Centerbrook Architects and Planners, who performed space utilization services and provided a project estimate for the construction of a 52,000 sf new facility without a pool, which the Town may seek to add to the new facility in the future. A copy of the final report and Appendices are provided as exhibits to the RFP.

6. **SCOPE OF SERVICES**

6.1 Services below will only be authorized if the project is approved at referendum in November 2016, subject to approval by the Town and further appropriation by the Town of Bloomfield.

6.2 The Architect shall provide the following services for the project described in the RFP. Services to include Architecture, Interior Design, Landscape Architecture, Site/Civil Engineering, Traffic Engineering, Survey (A-2), Structural, Mechanical, Plumbing, Fire Protection, and Electrical Engineering, Kitchen Design, Data, IT, and Telecommunications Design, Security and Access Control Design, Furniture, Furnishings, and Equipment ("F, F & E").

a. Programming: The Architect shall review and confirm the findings of the space utilization and planning study conducted by Centerbrook Architects. The Architect shall advise as to whether any aspects of the proposed project should be modified and work with Town staff and the Building Committee to develop a final program.

b. Schematic Design: The Architect shall prepare schematic design documents. Documents shall consist of schematic drawings including floor plans, elevations, and site plans to establish basic design ideas and respective cost estimates. The final schematic drawings shall include plans or narratives for civil/site, sewerage treatment and disposal systems, geotechnical/foundation, structural, architectural, mechanical (HVAC and plumbing), electrical, fire protection, landscaping and traffic. The Architect shall prepare a schematic design cost estimate based on the approved final schematic design drawings, and reconcile this estimate with the CM's estimate.

c. Design Development: The Architect shall utilize the approved schematic design documents to prepare design development documents consisting of plans, outline specifications, and cost estimates and other documents to fix and describe the size and character of the project as to site elements, architectural, structural, mechanical, and

electrical systems, materials, and such other elements as may be appropriate to enable the Building Committee and Town to understand the progress and development of the Project. Such plans, outline specifications, and cost estimate shall be subject to the written approval of the Town. The Architect shall submit to the Building Committee and Town for approval two (2) copies of said design development documents on or before the date or time for submission specified in the Notice to Proceed or any supplement thereto, unless the Architect shall have obtained from the Building Committee and /or Town an extension of time in writing. The Architect shall review the design development cost estimate prepared by the CM based on the approved design development drawings, and suggest any modifications.

- d. Construction Documents: The Architect shall utilize the approved Design Development documents to complete Construction Documents (working plans, project manual, and specifications) in sufficient detail to permit firm bids in open competition for construction of the project. Construction Documents shall be prepared in accordance with the sequencing, phasing, and trade packaging direction issued by the CM and the Town. Construction Documents shall be subject to the written approval of the Building Committee and the Town. The Architect shall furnish to the Building Committee and/or the Town for approval two (2) sets of the said plans, project manuals, and specifications. The Architect shall incorporate all changes required by the Town in the working drawings and specifications and shall prepare and transmit to the Town one set of Construction Contract Documents for bidding. The Architect shall review the Construction Documents cost estimate prepared by the CM based on the approved Construction Documents drawings, and suggest any modifications.
- e. Bidding. During the Bidding Phase, the Architect shall conduct a pre-bid conference with potential bidders, and shall assist the CM in obtaining bids. The Architect will review the CM's qualification review of bidders and suggest any modifications. The Town has a goal of 30% MBE participation for construction work on this Project.
- f. Construction Administration. The Architect shall provide Construction Administration services including any additional design input and review, cost and schedule control(s), logistical planning, construction observation, work with the Town for project procurements not limited to the construction, work with Town Inspectors. This phase will also include attendance at the pre-construction conference, Architect schedule, an RFI system, change order review/management/recommendation, manage, log, and track all PCO's and Change Orders, shop drawing compliance/reviews and approvals, construction observation by on-site field representative(s), schedule monitoring, project records, review of application for payment and attend weekly project meetings.
- g. Project Closeout Services may include but not limited to punch list, substantial completion certification, certificate of occupancy, moving co-ordination and setup, final completion, project completion certification, record documents, O & M manuals, warranties, instructions, release of liens affidavits, coordination drawings, any startup procedures, equipment operation reports (if applicable), warranties, project acceptance recommendation, monitor status and completion of the punch list items.

6.3 Miscellaneous Services

- a. Architect to be available for public meetings and Building Committee meetings as requested by the Building Committee including assistance in the selection of the CM.
- b. Assist the Building Committee and the Town in Project briefings before Town governing authorities as needed.

- c. Assist in development of and monitoring of Project schedule and budget.
- d. Provide value engineering analysis and recommendations regarding cost reductions and efficiencies as requested.
- e. Provide estimate of operational costs, including utilities and maintenance.
- f. The Architect is expected to coordinate all issues and discussions involved with the project and advise the Building Committee as to the budget and schedule implications resulting from decisions made about the facility, at appropriate stages of design.
- g. Coordinate and cooperate with other project related consultants engaged by the Town.
- h. Assist the Town in applying for and obtaining the necessary permits and approvals for the project, including the provision of supporting graphics and presentations at meetings.

7. **TIMEFRAMES**

The anticipated RFP schedule is as follows:

RFP Issued	October 11, 2016
Pre-proposal conference	October 24, 2016
Proposals Due	November 2, 2016
Proposal Review Completed	November 7, 2016
Interview respondents*	November 16, 2016
Select Architect	November 17, 2016
Commencement of contract	December 2016

*The Town reserves the right to make a selection on the basis of the proposal alone; however it may invite selected respondents for interviews at its discretion.

8. **CONTRACT PERIOD**

The contract period is anticipated to be from date of execution through the completion of the various stages of the construction project and close out if approved by referendum.

9. **CONTRACT MANAGEMENT**

- 9.1 Any contract or purchase order resulting from this RFP will be managed by the Human Services Facility Building Committee unless otherwise specified.
- 9.2 The selected Architect will assign one qualified individual, who will be the firm's day-to-day contact person and who will be responsible for directing and coordinating the activities of the firm's personnel in all aspects of the project.

10. **EVALUATION AND AWARD**

10.1 **Selection Criteria**

The following criteria will be used, without limitation, in evaluating proposals and determining the most responsive Architect:

- a. The Architect's relevant project experience, including senior/community center design experience and construction and completion of similarly sized municipal facilities and other projects.
- b. The Architect's experience working with government agencies that may have jurisdiction over the project, including building committees.

- c. The Architect's experience working with the construction process and procedures.
- d. The background and experience of the Architectural Firm in providing similar services as well as the specific background, education, qualifications and relevant experience of key personnel to be assigned to this contract.
- e. The Architectural Firm's understanding of the overall project, project schedule and proposed approach.
- f. References and specific projects that are comparable in size and budget. The Town may contact one or more of the references listed in this RFP as part of assessing the experience, expertise and capabilities of the proposers or those selected as the finalist(s).
- g. Current work load and staff assignment.
- h. Responsiveness to the RFP.
- i. Proposed fees and costs, although the Town, through its Building Committee, is not bound to select the Architectural Firm that propose the lowest fees. The Town reserves the right to negotiate fees with the selected Firm.

Proposals in response to this RFP will be reviewed against the criteria listed above, and recommendation for award will be made in accordance with standard purchasing procedures.

10.2 **Selection Procedures**

The Town intends to enter into contract with the most responsible Architect whose proposal is determined to be in the best interest of the Town.

- a. The Town reserves the right to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, to waive minor inconsistencies with the RFP, and to negotiate contracts with the successful Architects.
- b. The Town reserves the right to make a selection on the basis of the proposal alone; however it may invite selected respondents for interview with the Building Committee at its discretion. The Town anticipates that the Building Committee will invite a short list of several Architects for interviews.
- c. Proposers must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by the Building Committee to satisfactorily meet the requirements set forth or implied in the proposal.
- d. The Building Committee shall, after a thorough review of the proposals received, and after conclusion of the interview process if needed, will recommend to the Town Manager contract award to the Architect whom the Building Committee deems best qualified to perform the services required under this contract.

11. **PROPOSALS**

The Town will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before the Town. Proposals submitted must be bound, paginated, indexed and numbered consecutively. The original proposal must be clearly marked as such. Architects shall submit as their proposal the following:

11.1 **Letter of Transmittal:** A letter of transmittal addressed to **Nancy Haynes, the Purchasing and Risk Manager**, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFP. The letter should also include a brief discussion of the firm's background, experience, and ability to perform this contract in accordance with the Scope of Services. Also to be included is a list of clients for whom similar services were/are performed.

11.2 **Detailed Proposal, which includes the following sections:**

- a. **Project Understanding:** Provide a written discussion in sufficient detail to demonstrate the Architect's understanding of the scope and the professional services required.
- b. **Experience:** Provide a detailed written summary of the Firm's history and experience and capability in providing the architectural and engineering services required. A listing of relevant projects that the Architect has completed within the last five (5) years must be provided, focusing on work done on human services buildings, senior centers and /or community centers and other governmental work, preferably at the municipal level. The following information shall be provided for each organization listed under this sub-section:
 - Organization name and the name, title, address and telephone number of a responsible contact person. Copy of Architect's Connecticut license.
 - Nature of services provided and dates services started and actually completed.
 - Please indicate, for each assignment, if it was completed within the original contract timeframes. If not please explain.
 - For **each** project, the gross cost of the agreement.
 - Identify any sub-consultants

Additionally, please list any contracts or purchase orders in the last three (3) years between your firm and any agency of the Town of Bloomfield.

- c. **Project Team:** Identify key personnel whom the firm and the sub-consultants will assign to perform services under this contract. Indicate their background, experience and areas and levels of responsibility. Provide the resumes of all key personnel. Identify any consultants that are anticipated to be used in the performance of the contract, including site engineering, structural, mechanical, electrical, plumbing, and landscape architecture, interior design, traffic engineering, F.F & E services, security and access control, data, IT, and telecommunications.
- d. **Services Expected of the Town:** Define the nature and scope of all services to be provided by the Building Committee and the Town.
- e. **References:** Architects must provide a minimum of three references, sufficiently detailed to include names, titles, addresses and telephone numbers as to allow the Town to contact these references. References should be for like work and preferred from those projects listed in the proposal.
- f. **Fee Proposal:** Architects are required to submit a fee proposal which includes the following:
 - Services by phase as per the Proposal Form attached.
 - Monthly Construction Administration Services beyond 24 months of the start of construction
 - Hourly rates
 - Not-to-exceed amount for reimburseables

- g. Information Regarding: Failure to Complete Work, Default and Litigation: Please provide detailed information on any of the following, if pending or resolved within the past five years:
 1. Professional Liability claims against the firm, principals or employees.
 2. Failure to complete any work awarded.
 3. Default on a contract or contract terminated for cause.
 4. Litigation and/or claims related to errors and omissions.
 5. Suspension or debarment.
 6. Bankruptcy.
 7. Other civil or criminal claims.
- h. Exceptions and Alternatives: Proposers wishing to take exceptions to any requirement in the RFP shall state and explain such exceptions. The Town may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating proposals. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposals.
- i. Additional Data: Any additional information which the proposer wishes to bring to the attention of the Town that is relevant to this RFP.
- j. Required Forms: Architects are required to complete IRS form W-9 and submit it with their proposal.

All Proposals must be signed by the firm's authorized official. The proposal must also provide name, title, address, and telephone numbers for 1) the individual with authority to negotiate and contractually bind the firm, and 2) for those who may be contacted for the purpose of clarifying any information provided therein.

12. GENERAL REQUIREMENTS

12.1 Insurance:

The selected Architect shall be required to furnish proof of the following insurance coverage within ten (10) days of receipt of Notice of Selection. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut with a Best's Key Rating of A-, VIII or better. Any and all exceptions must be approved by the Town Manager. Insurance coverage shall remain in full force for the duration of the Contract term including any and all extensions or renewal thereof. Each insurance certificate shall contain a (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration.

12.1.2 Commercial General Liability, including Contractual Liability Insurance, with limits not less than \$1,000,000 Combined Single Limit Bodily Injury and Property Damage. All, if any, deductibles are the sole responsibility of the selected Provider to pay and/or indemnify.

12.1.3 Automobile Liability Insurance including non-owned and hired vehicles in the same limits as indicated in 13.1.2 above.

12.1.4 Workers' Compensation in accordance with Connecticut General Statutes

12.1.5 Employer's Liability:

\$100,000 bodily injury for each accident;

\$100,000 bodily injury by disease for each employee

\$500,000 bodily injury by disease aggregate

- 12.1.6 Errors and Omissions or Professional Liability: Issued on a claims made basis with a \$2,000,000 Single Limit for the term of the contract and for two years following its completion.
- 12.1.7 The Town of Bloomfield and Bloomfield Board of Education are included as Additional Insureds, ATIMA under the Commercial General Liability and Employer's Liability Insurance Policies. THE UNDERLINED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR "COMMENTS" ON THE ACORD INSURANCE CERTIFICATE. (Additional Insured requirement is expressly waived for Workers' Compensation and Professional Liability coverages.)
- 12.1.8 Each insurance coverage named above shall provide not less than a 30-day notice of cancellation to the Town. All policies shall be on the occurrence form except where noted otherwise. Any and all exceptions shall be reviewed by the Purchasing and Risk Manager.
- 12.1.9 Cancellation or other termination of insurance policies required by this Agreement without immediate replacement thereof may be considered a default in the terms and conditions of this Agreement. The Architect agrees that such default may be cured by procurement of insurance on behalf of Architect, at the Architect's expense, at Town's option.
- 12.1.10 The insurance required hereunder shall be primary without any right of contribution by any insurance maintained by or on behalf of the Town of Bloomfield.
- 12.1.11 The Architect shall require that any subcontractors and independent contractors hired by the Architect to carry sufficient amounts of insurance and to obtain Certificates of Insurance before subcontractors and independent contractors are permitted to begin work. The Architect shall require that the Building Committee and the Town be included as Additional Insured on all subcontractor and independent contractors insurance before permitted to begin work. The Architect and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Building Committee and the Town, and their offices, agents, servants and employees for losses arising from work performed by each on this contract.

12.2 **Hold Harmless Agreement:**

The Architect, its agents and assigns shall indemnify and hold harmless the Town of Bloomfield and the Bloomfield Board of Education, including but not limited to, its elected officials, its officers, agents, employees and volunteers ("the Town") from any and all claims made against the Town, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by the Architect during the Architect's performance of this Agreement or any other Agreements of the Architect entered into by reason thereof. The Town agrees to give the Architect prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

As a municipal agency of the State of Connecticut, the Town will NOT defend, indemnify, or hold harmless the successful Architect.

12.3 **Conditions**

Architects responding to this RFP will be expected to adhere to the following conditions in an agreement with the Town and must make a positive statement to that effect in its proposal submitted:

- 12.3a The Architect has personnel sufficient to assure service continuity and project completion and agree to maintain adequate qualified personnel for the full duration of the contract.
- 12.3b The Architect is licensed by the State of Connecticut and agrees to submit a copy of current License and those of key individuals assigned to this Agreement with their proposal. Acceptable licensure is Architect, Architect & Engineering Corporation, Architect Engineer & Land Survey Corporation, Architect & Land Survey Corporation, and Architecture Corporation.
- 12.3c Agree that the licenses of the firm and all personnel assigned will remain current for the duration of the Agreement.
- 12.3d Agree that all work produced under this agreement will become property of the Town of Bloomfield.
- 12.3e Agree to provide the insurance coverage herein specified for the full duration of the contract's term, including any and all extensions.
- 12.3f Agree to accept and follow management direction from the Town and specifically, the Human Services Facility Building Committee or their duly authorized designee.
- 12.3g Agree to conform to all applicable laws and ordinances and policies of the Federal Government, State of Connecticut and Town of Bloomfield.
- 12.3h Agree that if the Town cannot in good faith negotiate a written contract within a reasonable time with a selected Architect, the Town may unilaterally cancel its selection of that Architect.
- 12.3i Agree that periodic payments to the Architect will be made as agreed upon in the signed contract.
- 12.3j Agree that the Town reserves the right to terminate the contract at any time. In the event of contract termination, the Architect shall be entitled to payment for approved services rendered after the execution of the contract and prior to receipt of notice of termination. However, if the Architect has damaged the Town, said payment may be withheld until the Town determines whether or not by how much said payment should be reduced.
- 12.3k Agree that the contract between the Town and the Architect shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Bloomfield.
- 12.3l Agree that no conflict of interest exists. Identify the nature of any potential conflict of interest your firm might have in providing services to the Town under this RFP. Discuss fully any conflicts of interest, actual or perceived, which might arise in connection with your firm's performance of the proposed agreement. If conflicts do or might exist, describe how your firm would resolve them.

13. **ANTI COLLUSION STATEMENT**

Proposers and their employees, officers, advisers, agents or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct, or any other similar conduct, in relation to:

- a. the preparation or submission of Proposals;
- b. the clarification of Proposals; and
- c. the conduct and content of negotiations, including final contract negotiations,

in respect of this RFP or procurement process, or any other procurement process being conducted by the Town in respect of any of its requirements.

14. **TAXPAYER'S IDENTIFICATION NUMBER**

Each Architect, whether an individual, proprietor, partnership or a non-profit corporation or organization must obtain, complete and include, with the proposal submitted, an Internal Revenue Service Form W-9, "Request for Taxpayer Identification Number and Certification".

15. **ADDITIONAL INFORMATION AND REVISIONS TO PROPOSALS**

Information may be provided to potential respondents for the purpose of clarification to assure full understanding of, and responsiveness to the Request for Proposal requirements. Prospective respondents shall be afforded fair and equal treatment with respect to access to additional information and revision of proposals.



FEE PROPOSAL FORM
RFP No. 1075; ARCHITECTURAL SERVICES FOR HUMAN SERVICES FACILITY

PHASE	FEE
PROGRAMMING	
SCHEMATICS	
DESIGN DEVELOPMENT	
CONSTRUCTION DOCUMENTS	
BIDDING	
CONSTRUCTION ADMINISTRATION	
CLOSE OUT	
F F & E	
TOTAL	

Fee shall be inclusive of all costs in performing the services applicable to the phase, including but not limited to, materials, payroll, overhead and administrative costs, licenses, bonds, insurance and any other fees or expenses incurred when necessary to perform the stated work.

Additional monthly construction Administration (over 24 months) : _____

Not to exceed amount for reimbursable: _____

(List of all reimburseables must be attached) Reimburseables include reproductions, printing, binding, collating and handling of reports, and drawings and specifications or other project-related work product, other than that used solely in-house for Architect and its Architects, shipping or mailing of all reports, drawings, specifications, and other items in connection with the Project and out of state transportation.

Provide hourly rates by job classification for all direct and sub-consultant employees on a separate page.

Name of Firm: _____

Signature: _____