

**TOWN OF EAST HAMPTON
REQUEST FOR PROPOSAL
Property for Town Hall & Police Department
RFP #2016-11**

The Town of East Hampton will be accepting proposals from qualified firms, contractors and individuals interested in proposing a design build project with the intent of building a Town Hall and Police Department. 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 **JANUARY 9, 2017 at 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

Michael Maniscalco
Town Manager

**TOWN OF EAST HAMPTON
REQUEST FOR PROPOSAL
For
Property for Town Hall & Police Department**

I. GENERAL INFORMATION

A. INTRODUCTION

The Town of East Hampton has gone through multiple programming and facility studies from 2005 to the present. The resulting conclusion is that the Town Hall and Police Department no longer meet the needs of the Community and Staff. In order to continue to meet the needs of the community in the most efficient and effective manner possible the Town Council of East Hampton is seeking proposals from Land Owners, Developers, Firms and/or collaborative efforts for properties where a Town Hall and Police Department would be designed and built. The Town will consider proposals that put both facilities in the same location or in different locations. The Town will reserve its right to not accept and/or award any and all bids.

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.

The Town is considered a full service community and the Town Hall and Police Department are located in the same facility. The Town Hall services are cramped into 8,000 Square Feet and the Town rents an additional 2048 Square Feet as an annex to house the Parks & Recreation and Youth & Family Services Departments. The Police Department is 2500 Square Feet and located below the Town Hall. Parking for the entire facility is a challenge with only 31 spaces available and entrance / exit onto Route 66 is challenging.

C. BASIC SCOPE

Town Hall

- Site requirements:
 - Lot size minimum: 2.75 acres (EH Zoning Regulations)
 - Parking requirements: 60-100 Spots (EH Zoning Regulations)
 - Easily accessible for the public. Should act as the front door of our community.

Police Department

- Site requirements:

- Lot size minimum: 2 acre (EH Zoning Regulations)
- Parking requirements: 27-45 Spots (EH Zoning Regulations)
- Easy access for vehicles to get onto a main road in an emergency situation

D. MINIMUM QUALIFICATIONS FOR CONSIDERATION

The proposals must meet the following minimum qualifications:

- Be located within the Town of East Hampton;
- No current liens or foreclosures on the property;
- Be owned by the individual signing off as the proposer.

E. TERMS AND CONDITIONS

The Proposer will be expected to transfer ownership of the proposed property as soon as possible subject to successful passage of all municipal approvals and contract execution. The Town of East Hampton reserves the right to cancel this process at any time should any of the following conditions exist:

- Funds are not appropriated;
- 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 purchase the property during the 2016-2017 and 2017-2018 fiscal years.

Compensation

The Town will make one single payment for identified property at the time of closing.

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.

Appraisal

Consistent with Town Policy, the Town will have two appraisals conducted of the chosen proposal. Appraisals will be conducted by licensed appraisers and paid for by the Town. If the proposed price falls within \$10,000 (+/-) of the appraisals the Town will pay the proposed price. If the appraisals are more than \$10,000 (+/-) then the Town will offer the average of the two appraisals.

Freedom of Information

The Town will not be liable for any costs incurred in the preparation of the response to this Request for Proposal. All proposal submissions and materials shall become the property of the Town and will not be returned. Respondents to this RFP 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. SUBMISSION OF PROPOSALS

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 their specific qualifications, past projects of similar scope and the proposed location with offered price.

All Proposers are required to submit a **clearly marked original and five (5) copies** of their Proposal to Michael Maniscalco, Town Manager, 20 East High Street, East Hampton, CT by **JANUARY 9, 2017 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. Applications 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
TOWN HALL PD PROPERTY PROCUREMENT NOTICE
RFP-2016-11
DATE – JANUARY 9, 2017
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 Owners interest in selling their property and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to sell the property. This letter also must affirm that the Owner 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 street address or name for the property offered (In the event that an applicant is using a name a street address or some way to determine the property location must be provided)
- e. A copy of the assessor's property card and the tax records showing all taxes are paid for the offered property.
- f. List of personnel to be assigned, including the principal contact (i.e. Realtors or attorneys representing the property owner).
- g. A detailed proposal regarding the proposed location including:
 - 1. Physical address
 - 2. Number of acres
 - 3. General description
 - 4. Access to utilities including: water, sewer, electric and natural gas
 - 5. Offered price
 - 6. Other: (i.e. permits or zoning approvals)
- h. A statement saying the Property Owner will hold the quoted property price firm through the end of April 2017.
- i. A statement saying the Property Owner understands and agrees with the appraisal requirements under Section I. E.
- j. A concluding statement as to why the proposed property(ies) is the best for the construction of a Town Hall and Police Department.
- k. Signed Non-Collusion Statement (ATTACHMENT A)

Proposals must be signed by the property owner. Must include 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 inquires relative to this RFP 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.
- Offered Price
- Location
- Suitability for use.

B. SELECTION PROCESS

Following the review and evaluation of proposals, the Town reserves the right to request certain additional information. The Town Manager and Town Council will review the proposals based upon the criteria herein.

The information in this Request for Proposals will serve as the basis for the Town Manager and Town Council review and recommendation for a single property or multiple properties. Respondents are encouraged to address each of the factors thoroughly and provide additional information concerning background, qualifications and location.

This request for Proposals 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 proposals 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 proposal, 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	November 16, 2016
Last response to any questions	December 19, 2016
RFP Due Date	January 9, 2017
Evaluation of Proposals	January 12, 2017
Choose Final Proposal(s)	January 23, 2017

ATTACHMENT A

**TOWN OF EAST HAMPTON
Property for Town Hall & Police Department
PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
RFP #2016-11**

NON-COLLUSION STATEMENT

The company/ individual 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 to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____