

# REQUEST FOR QUALIFICATIONS

Town of Hartford, Vermont



## MUNICIPAL POOL PROJECT

Respond by

July 22, 2020

2:00 PM

# REQUEST FOR QUALIFICATIONS

## **BACKGROUND AND OVERVIEW**

The Town of Hartford, Vermont seeks the services of a qualified commercial pool construction firm for the final design through construction of a new municipal pool. The Town is requesting Statement of Interest and Qualifications from firms interested in providing design-build professional services including but not limited to final pool design consultation, completed final design, and construction for a new municipal pool.

The preliminary design of the pool facility is complete and the Town desires a firm capable of producing the final pool design and to provide professional services for final design, engineering and formal construction documents for the pool while working closely with Town Officials and its Civil Engineer.

## **PROJECT TIMELINE**

It is the goal of the Town to have the entire facility completed and available for use the summer of 2022.

The Town will work with the selected firm to establish a timeline for providing detailed reporting through the construction process.

## **SCOPE OF SERVICES**

Firms desiring consideration on the above project will submit a Statement of Interest & Qualifications for this project.

The scope of the project will include but not limited to:

1. Turn-key project to be provided to the Town of Hartford.
2. Work closely with Town Parks & Recreation Staff, Town Officials and the Town's Civil Engineer to discuss and determine project needs.
3. Present a timeline for determined project needs and present what the firm can and cannot complete as part of the project needs.
4. Provide review of existing preliminary design and provide presentation to the Town that addresses cost estimates based on existing design. Any design changes or modifications must accommodate the existing designed features.
5. Provide the final design services for the project that includes all facility programmatic issues as well as ADA standards and specifications in accordance with approved design. Final design services must be prepared for the Town of Hartford Civil Engineer review for approval.
6. Prepare and provide construction plans and specifications for the pool facility which includes the pool and its functions, deck work, and facility amenities such as water features, shade features and fencing.
7. Provide project timeline for completion and trainings.

8. Provide a demo plan and required site preparation requirements for construction of the pool.
9. Provide the completed construction plans and specifications for demolition and site preparation requirements for construction of the pool.
10. Print and provide necessary copies of architect drawings and all contract specifications.
11. During construction, provide shop drawing review and technical assistance to the Town as necessary to assure compliance with the intent of the plans.
12. The firm selected shall file regular progress reports and attend all construction progress meetings.
13. Assist the Town in developing a listing of equipment and supplies needed for the facility.
14. Provide up to 8 hours of on-site operational training for 3 staff members.
15. At completion of construction, the firm shall provide the Town with as-built drawings. All designs and documentation will be the property of the Town of Hartford.
16. Provide comprehensive and detailed operation instructions to the Town for Personnel at the time of the project turnover with two sets of operating instructions and one electronic version.
17. Ability to meet the Town's insurance requirements.
18. Provide opening and closing services during the first and second season of operation.
19. Address any problems or other situations relating to the appropriate operation of the facilities during the first year of occupancy and prepare the warranty review.
20. Compliance with any state, federal and local regulations related to any design services needed to complete this project.

## **SUBMISSION REQUIREMENTS**

Interested and qualified firms are invited to submit information that demonstrate their experience in performing projects of this scale and complexity. Selected firms will be asked to interview and will present to the Town a preliminary review of the existing approved design with any potential modifications and cost savings measures to be put into place. Any design changes or modifications must accommodate the existing designed features.

Documentation should include the following information:

### **Section A**

1. A brief profile of the firm's lead staff member to be assigned to this project along with a brief description of experienced and expertise.
2. A statement that the firm is registered and licensed to perform and produce design and engineering services to be reviewed and confirmed by a civil engineer.
3. A summary demonstrating the firm's qualifications and ability to satisfy all areas indemnified in the section "Scope of Services".

4. A representative list of successfully completed projects and current projects under development managed by the firm that are comparable to the new municipal pool facility project.
5. Explain in detail how each service provided by the firm will be performed and provide a timeline for completing the project and identifying major milestones and deadlines.
6. Provide a minimum of three references from previous clients within the past (5) years. Please include the client's names, address and telephone number.
7. Please provide any information not previously included in Section 1-5 that you consider essential in illustrating the firm's qualifications.
8. Please provide relevant information on sub-consultants your firm will employ for this project.
9. Please provide a list of any relevant services your firm is not able to provide but will be necessary for the project.

**Section B of proposal to be provided in a separate sealed envelope marked "Municipal Pool Project"**

10. Provide preliminary and final not to exceed construction costs for the project.
11. Provide in your proposal the demolition costs based on this plan.

**SELECTION PROCESS**

The selection of the pool construction firm will be accomplished through a three-step process by the Town of Hartford:

1. Statement of Interest & Qualifications will be evaluated. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.
2. Evaluation of items submitted.

The following criteria, as a minimum, will be used to evaluate qualifications and items submitted:

<b>Item</b>	<b>Criteria</b>	<b>Weight</b>
1	Statement of Interest & Qualifications	25%
2	Licenses and certifications to perform the work	15%
3	Description of qualifying experience to perform work	15%
4	List and contact information for a minimum of 3 references	15%
5	Availability and proposed timeline to complete the work	15%
6	Product and work performance guarantee	15%

3. The Town will negotiate a contract with the firm selected as the most qualified to arrive at a mutually acceptable (fair and reasonable) contract price. If the Town is unable to reach such an agreement, negotiations will cease, and negotiations will begin with the firm chosen as the next most qualified provider.

The Town will notify via e-mail those firms not selected.

Any and all costs incurred for the preparation of a proposal in response to this Request for Qualifications shall be the sole responsibility of the firm submitting the proposal.

**The Town Purchasing Policy guides the selection process. The Town reserves the right:**

1. to accept or reject any or all Bids in whole or in part and to accept other than the lowest price proposal;
2. to amend, modify, or withdraw this Request for Bids;
3. to require supplemental statements or information from bidders;
4. to extend the deadline for responses to this Request for Bids;
5. to waive or correct any irregularities in Bids received;
6. to negotiate separately with one or more competing bidders, and
7. to award the bid deemed in the best interest of the Town.

## **SUBMISSION REQUIREMENTS**

Proposals shall be submitted in a sealed envelope with the contractor's name, address and phone number. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

Town of Hartford  
Attn: Brannon Godfrey – Town Manager  
Town of Hartford  
171 Bridge Street  
White River Junction, VT 05001  
**Clearly marked and sealed envelope "Pool"**

\_\_\_\_\_  
(Signature of Contractor & Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
(Street/P.O. Box)

\_\_\_\_\_  
(Town, State, Zip)

\_\_\_\_\_  
(Phone # / fax#)

AVAILABLE START DATE: \_\_\_\_\_

**NOTE:**

**All proposals must be received no later than 2:00 pm on July 22, 2020. Proposals and/or modifications received after this time will not be accepted or reviewed. Facsimile machine produced proposals will NOT be accepted.**

Questions about the project should be directed to Scott Hausler at:

Telephone: (802) 295-5036

E-mail: [shausler@hartford-vt.org](mailto:shausler@hartford-vt.org)

All proposals become the property of the Town of Hartford upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ as in the best interest of Town of Hartford. This solicitation in no way obligates the Town to award a contract.

By submission of the proposal, vendor certifies that the proposal has been arrived at independently, without consultation, commitment or agreement as to any matter relating to proposal with any other BIDDER or with any competition.

The Scope of Work by the Contractor for each item shall include furnishing all supervision, technical personnel, layout, labor, materials, tools, appurtenances, equipment, traffic control, erosion control, staging, disposal sites and services, mobilization/demobilization, sweeping, insurances, and services required to perform the work as described in this Request for Bids.

## **INSURANCE REQUIREMENTS**

### **WORKERS COMPENSATION:**

The CONTRACTOR is required to carry full and complete Workers' Compensation insurance for all employees engaged in work on this project. The same requirements for Workers' Compensation insurance shall apply to any subcontractor engaged on this project. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

*The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.*

**GENERAL LIABILITY:**

The Chosen Contractor shall supply the Town with a Certificate of Insurance showing liability coverage no less than \$1,000,000. The Chosen Contractor shall cause the Town to be made an additional insured on the Chosen Contractor's liability insurance, on a primary and non-contributing basis. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

*The Contractor must list the Named Member as Additional Insured on their Commercial General Liability Policy*