

**The Department of Public Work Action Committee
on Behalf of**

The Town of Hebron

and

the Hebron Department of Public Works



**Town Of Hebron
15 Gilead Street
Hebron, CT 06248**

**(860) 228-5971 Opt. 0
(860) 228-4859 (Fax)**

December 9, 2024

REQUEST FOR QUALIFICATIONS

BID # 2025-02

**Architectural and Other Related Professional Design
Services**

Town of Hebron

Proposals due: Friday, January 3, 2025, 10:00 a.m.

QUESTIONS CONCERNING PROPOSAL

E-MAIL: atierney@hebronct.com

RFQ #2025-02
Architectural and Other Related
Professional Design Services and
Recommendations for: Town of Hebron and
Department of Public Works

The Town of Hebron is soliciting qualifications from Architectural Firms to provide the Evaluation of the Existing Department of Public Works facility located at 550 Old Colchester Road and to provide Recommendations, Design, Bid Documents, Contract Administration, and Closeout for a new Department of Public Works facility to be constructed on the existing site. The selected Architectural Firm (The Firm) shall be the "Lead" on the Project. The Firm shall demonstrate their experience in similar construction of municipal Public Works facilities. The statement of Qualifications must identify both the lead Architect and the Project Manager (A/PM), if not the same individual, that is experienced in such similar projects that will be responsible for undertaking the evaluation, recommendations, design, bid document preparation, contract administration, and closeout of the project. The designated A/PM shall have been responsible for at least three (3) of the five (5) or more listed projects and shall be similar in nature.

The selected Firm shall obtain and include in its proposal, the services, including but not limited to, the following disciplines: Geotechnical Engineer, Environmental and Hazardous Material Engineer, Civil Engineer, Landscape Architect, Structural Engineer, Mechanical (Including Energy and Building Management), Electrical (Including Data, Technology, Security and Telecommunications), Plumbing, Fire Protection Engineers, all registered in the State of Connecticut. Their scope of work shall include, but not be limited to reviewing the existing facility and providing their recommendations for the project design and submit such to the Department of Public Works Action Committee (The Committee).

It is the intent of the Town of Hebron to award the work under this request to one Architectural firm.

Pre-proposal site visits will held at the Hebron Department of Public Works, 550 Old Colchester Road, Hebron, Connecticut, on Thursday, December 19, 2024 **at 9:00 a.m.** Site visits are not mandatory; however, it is recommended that interested parties attend in order to be familiarized with the project. All visitors must check in at the Department of Public Works (DPW) Office.

Proposers that would like to re-visit DPW facility site subsequent to the Pre-proposal Conference should contact the Andrew Tierney via e-mail at: atierney@hebronct.com.

EXPECTATIONS

The Project consists of evaluating the existing Department of Public Works facility; understanding their operational needs, space and building requirements, enlisting input from the various stakeholders; reviewing the State Building Code, etc. all to determine and provide the Department of Public Works Department with an efficient and safe work environment.

The Town will execute all agreements and approvals as recommended by the Department of Public Works Action Committee.

The selected Firm will coordinate with all Authorities Having Jurisdiction (AHJ) including, but not limited to the United States Department of Environmental Protection (DEP), CT Department of Energy and Environmental Protection (DEEP), Eversource, Town of Hebron, Building Official, Fire Marshal, Planning and Zoning Commission, and any other State and Municipal agencies or departments that may be involved.

BACKGROUND

The existing Department of Public Works is located on an overall 19.6-acre site, that was originally mined as a gravel pit and then used as a landfill which was closed and capped in 1995. The old landfill encompasses approximately 15.65 acres. Of the remaining land, 2.18 acres are used by Public Works and 1.8 acres are utilized by the Transfer Station operation. As a result, the total available land to accommodate a new facility would be approximately 3.98 acres.

The buildings that currently occupy the site are:

Garage/Office Building-Originally constructed in 1982 it is approximately 6,000 square feet and is a pre-engineered steel framed building with corrugated metal siding and roofing. The building is comprised of an office shared by the Public Work Director and the Administrative Assistant; lunchroom, women's rest room (that has filing cabinets occupying parts of it); men's rest room, mechanical room, electrical room, parts storage, a mezzanine area that is used for parts storage, truck wash bay, a maintenance bay, and a garage area with four overhead doors that can only accommodate 8 of the 13 trucks in the DPW's fleet.

Cold Storage Building-Originally constructed in 1967 it is approximately 3,008 square feet and has seen additions added over the years.

TOWN OF HEBRON, CONNECTICUT
Request for Qualifications
RFQ #2025-02
Architectural Design and Other Related Professional Services
New Department of Public Works Facility
December 9, 2024

Dog Kennel Building-The kennel is constructed of masonry block and is attached to the cold storage building and has a total of ten (10) stalls. Five are located on each side of the building and there is caged outside access as part of the kennels.

There are other structures on the existing site, and they include a Fueling Station, Pole Canopies, Various Outbuildings, the Sand/Salt Storage Building, Lower Transfer Office Building, Oil/Anti-Freeze Building and the Main Transfer Station Office Building.

In all cases, the existing buildings have run past their useful life and are in poor condition and the repairs and maintenance are constant and seemingly never-ending. There is insufficient space for the DPW to function properly. But most importantly, the current operations do not afford a safe work environment for the DPW's staff and personnel.

It should be noted that given that when the buildings were constructed, there is a strong likelihood that there are materials that will need to be abated by a hazardous materials trade contractor; i.e., asbestos floor tiles, asbestos pipe coverings, PCBs and lead based paint, etc.

A previous Building Committee began working to find a solution to address the issues with the current DPW facility in 2010. They had recommended that a new facility be constructed on Town owned property in the center of town. They noted that it would not disrupt the day-to-day operations of the DPW, the proposed site was relatively flat, there was access to 3-phase electric power, storm and sanitary sewers. However, a survey of residents indicated that the new facility should be constructed on the existing site as they were concerned about the potential impacts to the environment and the historic nature of the vacant site during and after the project.

For more detailed information, please refer to the excerpts from the Municipal Facilities Report dated June 24, 2010, appended to this RFQ.

SERVICES PROVIDED BY THE DPW

Some of the services provided by the Public Works Department include the following:

Road Maintenance:

- Catch Basins (clearing tops to allow proper drainage, replacing damaged catch basins; however, the cleaning of catch basins every year is done by an outside contractor that the DPW retains and schedules)
- Sink hole repair
- Repair from washouts of roadway
- Driveway aprons (when paving projects change the height of driveway aprons or have left driveway aprons damaged)
- Paving of roadways
- Traffic Control
- Line Striping (However the DPW retains an outside contractor for roadways)
 - Public Works performs the parking lots and stop bars

- Pothole patching (cold patch and hot patch)
- Street Sweeping (the State does the state roads)
- Stop sign and road sign replacement and repair
- Drainage
- Ditch work, bridge repair, correct when flooding occurs on roadways, piping, beaver dam removals
- Curb repair
- Roadside and Vegetation Mowing: assist residents, Town land, and sight line issues

Tree Maintenance

- Tree removal (unless on wires)
 - Dead Trees, Hazardous trees (all in ROW), fallen trees into roadway
 - Contractors are hired to remove trees on wires
- Tree trimming
 - For sight line issues, low hanging branches
- Respond to all resident concerns with trees (Town Tree Warden and Town Deputy Tree Warden)

Sewer

- While the Water Pollution Control Authority (WPCA) is not part of the department, the DPW assists in responding to sewer calls, reading the meters, responding to resident concerns with water and sewer issues, schedules maintenance on all generators and pump stations, provides emergency response to issues at pump stations and generators, provides fueling up of generators, and handles the billing and payments to vendors

Weather Response

- Winter
 - Snow plowing of roadways and Town parking lots (also assist in clearing the Elementary Schools parking lots), treating roadways (salt and sand), mailbox replacement when damaged by plows, tree removal, ice removal, block off roads when closures are required
 - Respond to all resident concerns
- Hurricanes & Heavy Rainstorms
- Tree removal, cleanup of roadways from debris, flooding, block off roads when closures are required
- Respond to all resident concerns

Vehicle Maintenance

- Equipment and vehicle maintenance of all Town departments including:
 - Senior Center (buses and cars), Police (cars), Hebron Schools (pick-up truck), Parks & Recreation (larger equipment), Public Works (plow trucks, pickup trucks, loaders, backhoe, tractor, chainsaws, curb machine, compactor and container maintenance, sweeper)

Transfer Station/ Recycling Center

- Attendants handle money and fees for items that are not considered household trash
- Trash compactor maintenance and emptying of containers
- Container hauling to proper facilities for recycling, bulky, and MSW
- Assist residents with proper disposal
- Waste removal: proper removal and testing of substances (oil) and anti-freeze
- Landfill monitoring

TOWN OF HEBRON, CONNECTICUT
Request for Qualifications
RFQ #2025-02
Architectural Design and Other Related Professional Services
New Department of Public Works Facility
December 9, 2024

Building Maintenance

- Building fuel shack, roof maintenance, light building maintenance

Town Events

- Support local Police Department during Town events, assist in road closures, assist in clean up, erect and remove event signs, change banners

Other Department Assistance

- Parks and Recreation: Park clean up and trail maintenance
- Police Department: road closures in response to emergency events
- Fire Department: Support during emergencies and fires
- Water Pollution Control Authority (WPCA): Assists in all response calls and sewer issues
- Town Hall: Moving/removing equipment/ furniture, parking lots

Office duties

- Answering, directing and responding to resident concerns, billing and payments to all vendors, invoice filing, salt orders, equipment orders, sign replacement orders, fuel reports, create fuel keys for departments, order gas and diesel fuel, transfer station deposits, preparing budgets, quarterly and annual reports for transfer station, contacting State when necessary, payroll.

ANTICIPATED REQUIREMENTS FOR THE NEW DPW FACILITY

OFFICE AND GARAGE BUILDING STRUCTURE:

- A Two-Story building would be acceptable
- Splitting up the operations for the garage and office between two buildings would be acceptable

OFFICE SPACE:

- Director's Office w/ bathroom & shower, File cabinet style and quantity (Room Size-14' x 12'; File Cabinets: 1- 4-drawer lateral storage cabinet, 1-2-drawer lateral storage cabinet)

TOWN OF HEBRON, CONNECTICUT
Request for Qualifications
RFQ #2025-02
Architectural Design and Other Related Professional Services
New Department of Public Works Facility
December 9, 2024

- Public Works Administrative Assistant Office w/bathroom, File cabinet style and quantity (Room Size-14' x 12'; File Cabinets: 2- 2-drawer lateral storage cabinet)
- File storage for office use (needs to have 8-4-drawer lateral storage cabinets)
- Road Foreman's office (all on main floor) File cabinet style and quantity (Room Size-14' x 12'; File Cabinets: 1- 4-drawer lateral storage cabinet, 1- 2-drawer lateral storage cabinet)
- Reception Area
- Conference Room (14' x 12')
- Kitchen & Breakroom (24' x 28') *includes training room
- Training room (could be combined with the Kitchen and Breakroom)
- Laydown quarters (male & female); Rooms must be separated. About 2 beds for female, 15 for male)
- Male & Female bathrooms with showers-Large enough to support ½ to ¾ of overall staff at any point in time. At a minimum, probably 1 stall and 1 shower for female, and 3 stalls/3 urinals/3 showers for male)
- Locker Rooms-Male and Female-Quantity of male and female lockers (2 female and 15 male, they can be together as long as separated from breakroom/bathrooms)

MECHANICS BAYS:

- 2 Mechanic Bays (for vehicle repair, each bay needs a vehicle lift)-Size should be 20 ton

GARAGE:

- Garage storage for 12 trucks; First Choice-6 Bays with depth to park two trucks front to back while providing walk aisles around vehicles; Second Choice-12 single garage bays; 3rd Choice- drive through bays would be preferred if space allows

WASH BAY:

- 1 Wash bay-In addition to 12 bays that are listed above

TOWN OF HEBRON, CONNECTICUT
Request for Qualifications
RFQ #2025-02
Architectural Design and Other Related Professional Services
New Department of Public Works Facility
December 9, 2024

GARAGE OFFICE AND STORAGE AREAS:

- Supply storage for mechanics (tires, vehicle repair equipment) (20' x 60')
- Mechanics quarter (desk space, electronic usage area, etc.) (Room Size: 8' x 10'; File Cabinet Size: 2-4-drawer lateral storage cabinets. (*climate controlled)

SALT SHED:

- 1,200-ton capacity salt storage with indoor loading

TRANSFER STATION OPERATIONS:

- Overhead Covered Protection over Recycling Ground Containers-Cardboard and Bulky Waste-Prevents Water, Rain and Snow Intrusion into Containers
- MSW Recyclable, Bulky, Brush, Recyclables, Tires, Electronics, Metal (all covered)
- Installed Inground Vehicular Weight Scale in traffic approach and exit to Bulky Waste Containers
- Attendant's Building
- Compactors: Three (3) minimum, four (4) preferred
- Anti-freeze & Waste Oil
- Swap Shack (Reuse and Relocate Existing Building)

COLD STORAGE AREA:

- Size to be 90' x 40'
- Needs to be totally enclosed with overhead doors
- Provide lighting
- Provision for adding heat in the future

SIGN SHOP:

- Assume a space (20' x 14')

DOG KENNEL:

- Assume a space of (20' x 36')

EMERGENCY ELECTRIC GENERATOR:

- Size and Capacity to Support Uninterrupted Operations

EXISTING SITE-RELOCATION AND REASSIGNMENT OF OPERATIONS

The Town recognizes that the existing site is too small to accommodate the safe and efficient demolition of the existing structures, the new construction of buildings and to provide lay down and storage areas for contractors, while the Department of Public Works performs their daily duties and responsibilities. As a result, the Town has a plan to temporarily relocate or reassign the DPW's operations elsewhere during construction. The only things that will remain on the site will be the existing Salt Shed and the Anti-Freeze and Waste Oil Holding Tanks. The Design and Bid Documents will need to reflect that the Town will need to have access to these remaining on-site facilities. Access to the Salt Shed will be required only during the winter months and the existing Anti-Freeze and Waste Oil tanks will need to be relocated to be closer to Old Colchester Road. It will need to be secured with six (6) foot high chain-link fencing with entrance and exit gates. This work shall be assigned to the General Contractor.

INVESTIGATION AND CONFIRMATION

SCOPE OF SERVICES

The Project will proceed in phases as described below. The successful Proposer (referred to herein as the "Architect" and/or the "Designer") shall provide design services, including but not limited to the development of schematic and design development plans and other documents illustrating the means for substantially meeting the programmatic needs established during informational sessions with the Department of Public Works Action Committee (the "Building Committee"), designees of the Town and DPW, and other stakeholders identified by the Town, and that meets the budgetary parameters identified by the Town. Conceptual design documents and drawings should show compliance with all applicable program elements, building and zoning codes and environmental requirements, and include provisions for any required permits and variances. The Architect shall be responsible, among other tasks, for preparation of all necessary final building

plans, specifications, drawings, and documents for bidding and construction. Those documents shall identify all of the necessary scopes of work for each trade, and for the preparation of drawings and specifications for contractor and subcontractor bid packages, preparation of bidding documents and providing assistance in the bid evaluation process. The Architect will be required to coordinate and shall deal with contractors and subcontractors, while playing close attention and adherence to the established budget and the accepted schedule assuring that performance conditions and timelines are being complied with. The Architect will be required to perform any necessary redesign services as required to meet the Towns budget and program, at no additional cost to the Town. The Architect shall furnish all labor, equipment, and materials necessary to perform all operations in connection with the provision of such services. The Basic Services to be provided by the Architect are described in detail as set forth below. The Architect shall be expected to comply with all applicable state and federal laws in the performance of services. The Successful Proposer who enters into the Architectural Contract with the Town shall be responsible for obtaining all appropriate federal, state and local permits, licenses and approvals. However, it shall be the Towns responsibility to pay for all related fees.

TASK 1: SCHEMATIC DESIGN-Investigation and Recommendations-

WORK PLAN:

The Architect shall meet as deemed necessary with the Building Committee and other key members of Town of Hebron departments throughout the initial task and verify the building size and program. The Architect shall be responsible for generating a complete feasibility study and will be responsible for including all design considerations and for developing and confirming all programming and functionality with the Town prior to continuing into the design process.

UPDATED SITE, ENVIRONMENTAL AND GEOTECHNICAL ANALYSIS

1. The Architect shall prepare and produce, to include but not be limited to, an analysis of the site from a civil engineering perspective, an analysis of both the building, site, and subsurface conditions in regard to all environmental and hazardous materials issues and concerns, and geotechnical analysis of the existing on site sub grade material to confirm its bearing capacity for supporting the proposed buildings and their foundations, retaining wall assemblies, utility trenches, and paved areas. The analysis shall include, but not be limited to, drawings, reports and other documents illustrating the existing characteristics of both site, buildings and how the proposed future site and structures will or will not be affected by the existing conditions. The building, site and environmental analysis reports shall be submitted to the Building Committee.

It should be noted that given that when the buildings were constructed, there is a strong likelihood that there are materials that will need to be abated by a hazardous materials trade contractor; i.e., asbestos floor tiles, asbestos pipe coverings, PCBs and lead based paint, etc.

There is also a concern that there may be areas of the site that may have been previously subjected to inadvertent petroleum spills or other similar type of incidents that were not properly addressed.

2. Asbestos Containing Materials: The Environmental and Hazardous Material Consultant shall provide field investigations and sampling for Asbestos Containing Materials (ACM) associated with the buildings on the existing site. The inspector will sample accessible suspect materials. The Consultant will conduct limited destructive testing, as necessary, with Owner approval. All materials considered suspect ACM shall be inspected and assessed. It is anticipated that the sampling and testing would include collecting approximately one hundred fifty (150) bulk samples of suspect ACM containing building materials. However, the RFP (Request for Fee Proposal) will include a specific dollar allowance that all prospective respondents will be required to include as an addition to their lump sum base bid design fee proposal.

3. Lead-Based Paint Inspection: It is anticipated that the sampling for lead-based paint would include the testing on all painted surfaces and the collection of approximately twenty (20) chip samples that will be analyzed. In addition, sampling will also occur on the anticipated building demolition debris waste using Toxic Characteristic Leaching Procedure (TCLP) to determine the appropriate waste stream for their disposal. It is anticipated that the sampling would include the testing and analysis of approximately ten (10) TCLP lead samples. However, the RFP (Request for Fee Proposal) will include a specific dollar allowance that all prospective respondents will be required to include as an addition to their lump sum base bid design fee proposal.

4. Polychlorinated Biphenyl (PCB) Bulk Product Sampling: Perform inspection for PCB containing caulk/sealants. Perform random testing of the existing construction caulks/sealant materials and exterior paints for the presence of PCB. It is anticipated that the sampling and testing will include approximately thirty (30) PCB bulk samples. However, the RFP (Request for Fee Proposal) will include a specific dollar allowance that all prospective respondents will be required to include as an addition to their lump sum base bid design fee proposal.

5. Other Hazardous Materials Evaluations: Provide complete building inspections to include the identification, inventorying, and categorizing of the following: mercury lights, switches, and electrical equipment; fluorescent light bulbs; transformers, capacitors, ballasts, and any other potential PCB containing electrical or timing equipment; hydraulic mechanisms that may contain hydraulic oils; pressurized tanks, any unused or abandoned hazardous or regulated raw or

waste materials (including but not limited to paints, boiler maintenance chemicals, etc.

6. **Comprehensive Report**-Provide the results in a single report identifying each building on the property. The description of each material, their quantity and location.

7. **Architectural Programming** - The Architect shall provide a programming assessment to confirm, refute and/or establish detailed requirements for the new DPW facility, which should include, but not be limited to the following:

- A. Objectives, limitations and criteria
- B. Space requirements
- C. Space relations and relationships
- D. Number and functional responsibilities of personnel
- E. Flexibility and expandability
- F. Special equipment and other systems
- G. Site requirements and needs
- H. Space/flow diagrams and pertinent descriptive texts
- I. Existing site survey/proposed site circulation patterns
- J. Project cost estimate
- K. Project development scheduling
- L. Project budgeting
- M. Building and Zoning Code analysis
- N. ADA

8. The Architect must receive from the Building Committee its written approval of the Site, Environmental and Geotechnical Analysis prior to progressing to subsequent work activities.

SCHEMATIC DESIGN

1. The Architect shall confirm and/or prepare from the site, building and environmental analysis and other data, the Schematic Design consisting of drawings and other documents illustrating the scale and relationship of the various Project components for approval by the Building Committee.

2. The Designer will be required to prepare detailed room data sheets and diagrams establishing necessary adjacencies and the proximities, as appropriate.

3. Deliverables and services of the Architect in connection with this Phase will include but not be limited to:

A. Develop design to illustrate general issues of layout, rough elevation, volumes, accessibility, site impact, etc. Identify any cost premiums that may be associated with the proposed design.

B. Evaluation of any state or local zoning requirements or regulations including local design guidelines that might impact the concept.

C. Engineering analysis to include structural, soil, subsurface and site prep analysis, etc.

D. Site plan, floor plans, building elevations, and typical building sections.

E. Floor plans with proposed furniture and equipment layout.

F. One construction (1) cost estimate

G. Tabulations and comparison of the square footage identified in the “Anticipated Requirement for the New DPW Facility” that is noted earlier in this RFQ.

H. Site plan (1" = 40 ft. or larger) identifying any impacts to, grading, building location, construction phasing (as applicable) and designation of utilities. Indicate areas for potential future expansion.

I. Drawings produced shall completely depict all items to be demolished as well as the layout for all roadways, driveways, parking areas, green and passive spaces, site utilities, building footprints, site grading, and storm water retention basin area(s).

J. The drawings to be provided shall include, but not be limited to, the following:

1. General Notes
2. Erosion and Sedimentation Control Plans
3. Existing Site Conditions
4. Site Demolition Plans
5. Proposed Site Plans
6. Proposed Storm Water Management Plan
7. Traffic Flow and Parking Plans

K. A preliminary set of Project Specifications shall be produced that outlines all materials and procedures that will be required for the project.

L. Color renderings of the proposed Project for display and presentation purposes and other materials if required by local design guidelines.

M. Assistance in the preparation for and presentation to the Building Committee, Board of Selectmen, Board of Finance, Town Planning and Zoning, other public agencies and Town Residents.

N. Assistance in the preparation for and presentation before Town Residents at Pre-Referendum Meetings.

O. A detailed cost estimate that is broken down by major construction trade disciplines.

P. A detailed overall project schedule.

Q. The Architect and their associated Design Professionals shall also be responsible for evaluating all of the existing buildings and structures to see if they or any parts of them can be reused or repurposed as part of the new facility.

TASK 2-DESIGN DEVELOPMENT

Upon completion of Task 1 and the acceptance of the information by the Committee provided by the Architect, the Architect will be released to move into the design development document phases of the Project. Upon receiving approval to proceed, the Architects services and deliverables in connection within Task 2 will include but not be limited to:

1. Complete architectural, environmental and hazardous materials, geotechnical, structural, MEPS engineering, landscape architectural and specifications, and all other design services showing compliance with all program elements, building and zoning codes, environmental and conservation requirements and as required for the bidding and construction of the Project in accordance with public construction laws and regulations of the State of Connecticut and the Town of Hebron.

2. The Town is anticipating that the construction delivery method will be bidding to General Contractors who will be providing lump sum bids for all the work. Proposers are advised that the Town may consider alternative schemes and bid packages to meet each of the goals of this Project, for example, a separate Bid Package for Environmental and Hazardous Materials Abatement and the Superstructure for the new Salt Shed. The Architect shall provide the Town with an analysis and advice on this approach and may be implemented if deemed by the Town as advantageous to the overall Project and budget.

3. The Architect will prepare a design development cost estimate.
4. The Architect will prepare an overall detailed construction schedule for the Committees review and approval. It shall be included in the final bidding documents.
5. Architectural, engineering, landscape architectural, cost-estimating, and all other design services required for the completion of the Project shall be provided.
6. Presentation of the design to Town officials, Boards, Building Committee and at public hearings for the purposes of public outreach / education, to secure necessary permits and overall Project approvals.
7. The Architect and their related Design Professionals will be responsible for undertaking environmental reviews, including but not limited to:
 - a. Local Regulatory:
 1. 100-foot upland control area subject to review by the Conservation Commission and Inland Wetlands Agency.
 2. 50-foot conservation easement in place in the area of the PWD facility.
 3. Additional conservation easements may be required by the Planning and Zoning Commission (PZC).
 - b. Environmental Screenings:
 1. Natural Diversity Database- (NDDDB) for endangered, threatened, and special concern species and significant natural communities in Connecticut.
 2. State Historic Preservation Office
 - c. Environmental Permits:
 1. CTDEEP Industrial Stormwater Permit
 2. CTDEEP Vehicle Maintenance Permit
 3. CTDEEP Construction General Permit for Stormwater Discharges from Construction Activities.
 4. EPA Spill Prevention Control and Countermeasures (SPCC) possible depending on the amount of above ground fuel storage and proximity and distances to the adjacent watercourses.

d. Municipal Approvals

- 1..Conservation Commission and Inland Wetlands Agency
2. Planning and Zoning Commission

8. Provide complete land and topographic surveying of the property.

9. **Test Borings**-Provide Test Borings to further assist in gaining a full understanding of the subsurface soil conditions. The evaluation of the Test Borings shall include, but not be limited to, soil density, testing for contamination, determining soil properties, determining suitability for infiltration, and groundwater table fluctuations, etc. It is anticipated that the number of test borings that will be undertaken will be approximately ten (10) and shall include full reports that detail the results of that work and shall be submitted to the Building Committee. However, the RFP (Request for Fee Proposal) will include a specific dollar allowance that all prospective respondents will be required to include as an addition to their lump sum base bid design fee proposal.

10. **Test Pits**-Provide infiltration testing to further assist in gaining a full understanding of the subsurface soil conditions. It is anticipated that the number of test pits that will be undertaken will be approximately eight (8) and the results shall be provided to the Committee in a detailed report. However, the RFP (Request for Fee Proposal) will include a specific dollar allowance that all prospective respondents will be required to include as an addition to their lump sum base bid design fee proposal.

11. **Geotechnical Borings**-Provide Soil Geotechnical Borings to further assist in gaining a full understanding of the subsurface soil conditions. The evaluation of the Soil Geotechnical Borings shall include, but not be limited to, determine the characterization of the sub-surface soils to assist in the design of the building foundations, retaining walls and roadways, mitigation of unsuitable soils, and long-term performance considerations, etc. It is anticipated that geotechnical borings will include approximately performing twenty (20) soil borings and provide the Committee with full reports that detail the results of that work. However, the RFP (Request for Fee Proposal) will include a specific dollar allowance that all prospective respondents will be required to include as an addition to their lump sum base bid design fee proposal.

12. Perform Phase 1 and Phase 2 Environmental Site Assessments.

13. **Ground Penetrating Radar**-Employ Ground Penetrating Radar (GPR) to determine if there are any buried and uncharted abandoned oil storage tanks or other underground subsurface anomalies. It is anticipated that the Ground Penetrating Radar would be employed to assess the existing developable 3.98-acres of the existing site. However, the RFP (Request for Fee Proposal) will include a specific dollar allowance that all prospective respondents will be required to include as an addition to their lump sum base bid design fee proposal.

14. Ground Water Monitoring Wells- It is anticipated the permanent installation of ground water monitoring wells will include the installation of (8) permanent Ground Water Monitoring Wells. Pending prior approval by the Building Committee, borings holes from other sub-surface investigations may be utilized for these wells. However, the RFP (Request for Fee Proposal) will include a specific dollar allowance that all prospective respondents will be required to include as an addition to their lump sum base bid design fee proposal.

TASK 3-CONSTRUCTION DOCUMENTS AND CONTRACT DOCUMENTS

PLEASE NOTE: The Town may, at its sole discretion, decide not to proceed with the work beyond that which is described in Tasks 1 and 2. If that does occur, the Town shall only be financially responsible for the fees and reasonable reimbursable costs of the Architectural and Other Related Professional Design Services that are identified in the breakdown that will be provided by the Submitter in their Request for Proposals (RFP).

Upon completion of Task 2 and pending the approval of the Referendum by the Town Residents and having received approval to proceed from the Committee, the Architect services and deliverables in connection with Task 3 will include, but not be limited to:

1. Upon approval of the final design development drawings for the Project by the Committee, the Architect will prepare, including but not limited to, a complete set of construction documents for the project, including working drawings, material and technical specifications, bid forms, contract, supplemental conditions, temporary facilities and submittal requirements.
2. The Site drawings shall include, but not be limited to the following:
 - a. General Notes
 - b. Bid Schedule
 - c. Erosion and Sedimentation Control Plan
 - d. Existing Site Conditions
 - e. Proposed Site Plan
 - f. Site and Building Demolition Plans
 - g. Grading Plans
 - h. Pavement, Joint Layout and Traffic Plans
 - i. Utilities Layout and Lighting Plan
 - j. Utilities Profiles

TOWN OF HEBRON, CONNECTICUT
Request for Qualifications
RFQ #2025-02
Architectural Design and Other Related Professional Services
New Department of Public Works Facility
December 9, 2024

- k. Storm Water Management Features
- l. Typical Details and Section Sheets

3. The Architectural, Structural, MEPS and Environmental Drawings shall include but not be limited to the following:

- a. Floor Plans
- b. Building Elevations
- c. Details
- d. Sections
- e. General Notes
- f. Seismic Requirements
- g. Smoke and Fire Sealing Details and Requirements
- h. Hazardous Materials Remediation and Abatement Plans for the Site and Buildings
- i. Vibration Isolation Plans

4. The technical specifications must be totally completed and include all relevant sections reflecting all the components that will be required to be part of the new facility. It must include all the appropriate front-end sections, i.e., General Conditions, General Requirements, Contract forms, CHRO, Prevailing Wage Information, detailed Project Construction Schedule that includes and identifies key milestone dates, etc.

5. During the construction document phase, at 60% complete and again at 90% complete, additional construction cost estimates shall be prepared to ensure the project remains within budget.

6. Review the draft construction documents with staff, stakeholders, Authorities Having Jurisdiction (AHJ) and the Building Committee and affected utility companies.

7. Provide design solutions that do not exceed the project budget. Modify the documents as needed to achieve this requirement.

8. The Architect and their Structural Engineer will be responsible for issuing the "Statement of Special Inspections." The Town will be responsible for retaining the outside "third-party special inspector(s)" to undertake the required inspections and testing.

TASK 4-BIDDING, POST BID SCOPE REVIEWS AND NEGOTIATIONS

Upon completion of Task 3 and receiving approval to proceed from the Committee, the Architect services and deliverables in connection with Task 4 will include but not be limited to:

1. The Architect shall attend any pre-bid conferences, provide written notes of the items discussed, distribute them to all attendees, respond to Pre-Bid Requests for Information, and issue all Addenda in a timely manner before the Bid due date.
2. The Architect shall attend and provide advice with respect to bid openings and shall assist in bid analysis and contract award(s), and review and analysis of any bid protest that may be filed.
3. Assist plan holders with any questions and/or problems encountered during the Bid period, prepare addenda to bidding documents as required and attend a pre-bid meeting to describe the scope of work and address questions.
4. Obtain copies of all bids received, review all bids, contact bidder references, and submit written recommendations to the Building Committee for contract award.

TASK 5-CONTRACT ADMINISTRATION

Upon completion of Task 4 and receiving approval to proceed from the Committee, the Architect services and deliverables in connection with Task 5 will include but not be limited to:

1. Convene pre-construction kick-off meeting(s) to coordinate with the Town, appropriate Stakeholders, DPW Personnel, Building Official, Fire Marshal, Building Committee and the Contractor(s).
2. Provide administration of the contract for construction, including but not limited to regular construction reviews, reports and inspection services to ensure completion of the is work consistent with design requirements, plans, drawings and specifications for quality control purposes and to resolve any questions or discrepancies in the construction documents.
3. Provide site visits at a minimum of once per week and keep the Building Committee informed of the progress and quality of work.
4. Conduct, attend and take minutes of record for weekly Project meetings and distribute them to all attendees and stakeholders.
5. Review and certify Contractor's Application for Payment.

6. Review and approve or take other appropriate action upon Contractor's submittals, requests for information ("RFIs") and requests for Change Orders and in a timely manner to ensure, in conjunction with the Building Committee that action regarding the same are completed in accordance with statutory and contractual requirements and that the Project remains on schedule.
7. Maintain a log of all submittals, RFIs, estimated, proposed, and approved Change Orders, Construction Change Directives, supplemental instructions, supplemental designs and sketches issued by the Architect and their other Design Professionals.
8. Review approve and prepare Change Orders and Construction Directives for the Building Committee approval.
9. During construction, the Architect shall review the contractor's work in accordance with the requirements of the construction contract and shall provide a written report of each such review. In addition, the Architect shall review and comment upon logs and construction project reports maintained by the Contractor. Changes or substitutions shall require advance written approval of the Building Committee.
10. Upon completion of construction, the Designer shall perform final inspections and advise the Building Committee of any necessary and incomplete work to satisfy the contract terms.
11. The Architect shall review, at a minimum on a monthly basis, as-built drawings that are being prepared by the contractor(s) and when satisfied with their accuracy and completeness shall advise the Building Committee. Receiving acknowledgement from the Architect that the as-built drawings are up to date and accurate shall be a prerequisite of all contractors having their pay application approved by the Committee.
12. When the as-built drawings are completed and found acceptable to the Architect, they shall endorse and submit such drawings to the Building Committee. They must be provided in both multiple hard and electronic copies.
13. The Architect shall be responsible each month for collecting and reviewing all certified payrolls from all prime contractors, subcontractors, and sub-subcontractors. The Architect shall notify the Committee of any concerns or questions regarding the payroll reports. At the conclusion of the Project, all reports shall be transmitted to the Town for their records.
14. The Architect shall be responsible each month for collecting and reviewing all CHRO forms from all contractors. The Architect shall notify the Committee of any concerns or questions regarding the reports. At the conclusion of the Project, all reports shall be transmitted to the Town for their records.

15. The Architect shall prepare on a regular and routine basis a change order log for the Committee review. It shall contain, at a minimum, the listing of all estimated, pending and approved change orders.

16. Prepare permit applications and submit documents to all affected regulatory agencies and make all corrections required by those agencies prior to the solicitation of bids. All permit fees will be paid by the Town. It is anticipated that the Town of Hebron will waive the general building permit fees, however the trade contractor(s) will still be responsible for paying for the State of Connecticut Code Education Fund Fee.

17. Prepare and distribute Construction Documents including incorporation of any bidding addenda and/or alternate bid item selections, i.e., provide a Conformed Set of Bid Documents.

18. Assist and advise on all claims and disputes that may arise during the construction.

19. Assist and advise on all contractor requests for added days and special work requests.

20. Attend all pre-construction meetings, all pre-installation meetings, Trade Contractor and Subcontractor Coordination Meetings, and progress meetings, and Building Committee meetings during the project in order to ensure that the work is being performed in accordance with the Construction Documents. The Architect shall prepare progress reports documenting and summarizing the construction activities.

21. All Trade Contractor Progress Meetings shall be held on a weekly basis and the Architect shall be responsible for participating in them.

TASK 6-CLOSEOUT

Upon completion of Task 5 and receiving approval to proceed from the Committee, the Architect services and deliverables in connection with Task 6 will include but not be limited to:

1. The Architect and their subconsultants shall generate a detailed list of attic stock, spare parts, start up and final test reports, warranties, guarantees, closeout documents, instructional manuals, etc. that the prime contractor and all subcontractors are required to provide. The document shall be provided to the Committee well in advance of the Project reaching completion.
2. The Architect shall be responsible for generating the final punch list for all trades and disciplines.

3. The Architect shall formally review with and attain from the Building Committee their approval as to the dates for the Project's Substantial Completion and Final Completion.
4. The Architect will be responsible for preparing punch list and for ensuring the completion of all punch list items for the Project prior to certification of Substantial Completion.
5. Upon completion of construction, the Architect shall perform final inspections and advise the Building Committee of any necessary and incomplete work to satisfy the contract terms.
6. Conduct inspections to determine Substantial and Final Project completion including preparation, distribution and review of Project punch lists, review, approval, and consolidation of warranties and close out documents required by the Construction Documents as assembled by the Contractor(s). Approval of final payment is contingent upon compliance with the requirements of the Construction Documents.
7. Assist the Contractor(s) with on-site startup, testing, problem solving and training for operations of the new DPW Facility.
8. Prepare and submit to both the Town of Hebron and the Department of Public Works electronic As-Built Documents including all documents created for and during the project construction (AutoCAD, Version 2014 or later for drawings, Microsoft Word for specifications).
9. In the two months prior to the expiration of the general contractor's warranty, the Architect, in conjunction with the Committee shall assist in identifying any deficiencies in the completed work and enforcing the warranty.

PREVIOUS ASSESSMENT DOCUMENTATION

These Documents are being provided for “information and use only.”

PLEASE NOTE: All Site and Building Conceptual Plans should in no way be construed as the Town, DPW or the Building Committee having any preconceived ideas or plans for design and layout of the new Public Works Facility.

- Excerpts from the Town of Hebron-Municipal Facilities Report-Dated June 24, 2010.
- Town Facilities Needs-A Report to the Board of Selectmen and Citizens of Hebron dated April 4, 2011
- Connecticut River Coastal Conservation District-letter dated June 6, 2012
- CME Associates-Department of Public Works Facility-Preliminary Program Draft #1-dated November 5, 2012
- CME Associates-Department of Public Works-Building and Site Program-dated January 28, 2013
- BL Companies-Proposed Operations Facility-Town of Hebron-Department of Public Works-550 Old Colchester Road-Dated March 2015-7 Drawings
 - Drawing A1.01A-Floor Plan Option 1A-Dated March 20, 2015
 - Drawing A1.01B-Floor Plan Option 1B-Dated March 20, 2015
 - Drawing A1.01-Floor Plan Option 1B-Dated March 20, 2015
 - Drawing A1.01-Floor Plan Option 1B-Dated September 6, 2017
 - Drawing A2.01-Elevations-Dated March 20, 2015
 - Drawing A2.02-Cold Storage-Dated September 6, 2017
 - Drawing A2.03-Salt Shed-Dated September 6, 2017
- Nathan L. Jacobson & Associates-Land Acquisition Plan-May 2015
- Nathan L. Jacobson & Associates-Town of Hebron-Public Works Expansion Feasibility Study-Dated June 22, 2015
- Nathan L. Jacobson & Associates-Town of Hebron-Public Works Expansion Feasibility Study-Dated June 22, 2015-with Notations
- Nathan L. Jacobson & Associates-Land Acquisition Acreage Plan-Limit of Buildable Area-Dated July 2015
- BL Companies-Department of Public Works-550 Old Colchester Road-Feasibility Study-Dated October 2015-Report 15 pages
 - Drawing A1.01-Floor Plan Option 1B-Dated March 20, 2015
 - Drawing A3.01-Elevation Option B-Dated March 20, 2015
- Nathan L. Jacobson & Associates-Conceptual Site Plan Layouts-3 Drawings-Undated
- BL Companies-Department of Public Works-Feasibility Study-dated September 25, 2017
- Nathan L. Jacobson & Associates-Existing Conditions-July 2018

TOWN OF HEBRON, CONNECTICUT
Request for Qualifications
RFQ #2025-02
Architectural Design and Other Related Professional Services
New Department of Public Works Facility
December 9, 2024

The Project Description –

A Brief Outline of Awarded Consultants Responsibility

Anticipated Professional Disciplines

1. Architect
2. Electrical Engineer (Including Data, Technology, Security, and Telecommunications)
3. Civil Engineer
4. Landscape Architecture
5. Structural Engineer
6. Mechanical Engineer (Including Energy and Building Management Systems)
7. Fire Protection
8. Plumbing Engineer
9. Geotechnical Engineer
10. Environmental and Hazardous Materials Engineer
11. Other (as determined by respondent)

General Requirements of The Firm

1. Coordinate, communicate and seek input and information from all authorities having jurisdiction including, but not limited to the:
 - 1.1. Hebron Town Administration and Staff
 - 1.2. Department of Public Works Action Committee (DPWAC)
 - 1.3. Hebron Building Official
 - 1.4. Hebron Fire Marshal
 - 1.5. CT Department of Energy and Environmental Protection
 - 1.6. US Environmental Protection Agency
 - 1.7. Other Authorities Having Jurisdictions (AHJ)
2. Attend meetings as required throughout Pre-Construction, Construction and Closeout and report progress, issues, and concerns, etc. to the Building Committee (the Committee) during all phases of the project.

SUBMISSION PROCESS AND STRUCTURE

Responses to this RFQ/RFP shall include, at a minimum, the following:

1. Introduction and Statement of Qualifications –

1.1. Provide description of your firm's project team member's experience, include similar information for all Consultants and Sub-Consultants Registration and experience, and number of years providing service to Municipalities and specifically in the construction of Department of Public Works facilities services similar to those outlined in the Scope of Services.

1.2. Provide the name and qualifications of the Firm's Lead Architect and Architectural Project Manager/Inspector (if different) for the Project.

2. Indicate the firm's summary of services offered. For the Firm/team, provide the name, title, phone number and email of the designated contact person during the RFQ/RFP process. Include qualifications of all proposed consultants and sub-consultants that would be involved in the project.

3. Representative Projects and References - Provide a list of similar Public Works Facility services or work products starting with the most directly relevant projects and client types. Provide at least FIVE (5) specific references for relevant projects completed within the last 10 years, the more recent the better. Three (3) of the listed projects should have been accomplished under the direction of the listed A/PM for this project. Include the project name, location, primary client contacts, contact information, including phone number and email. Also, provide for each listed project the original construction budget and final construction costs.

4. Project Understanding and Approach - Indicate the Firm's familiarity with Department of Public Works services or with similar project facilities and understanding of the history and nature of the existing conditions and the objectives of the project. Discuss the Firm's approach to the project and provide a proposed Scope of Work if more varied or enhanced than the Scope outlined in this RFQ. Note the Firm's internal procedures and practices to ensure quality control, cost control, and timely completion of services.

5. Invoice Format-All Invoices from the Firm must be submitted on a monthly basis that utilizes the AIA Forms G702 and G703. The invoice must provide adequate detail and breakdowns for all the services that will be provided. Please note that no other types of invoices will be accepted.

6. Schedule - Provide an overall project schedule with timelines and milestones.

7. Schedule Considerations-With the existing Salt Shed having to remain operational and accessible on the existing site, the start of construction should be planned to occur after the threat of adverse winter weather has dissipated, which would presumably be during the month of March. At a minimum, the construction schedule

TOWN OF HEBRON, CONNECTICUT
Request for Qualifications
RFQ #2025-02
Architectural Design and Other Related Professional Services
New Department of Public Works Facility
December 9, 2024

should call for the completion of and access to the new Salt Shed and the Garage Building in advance of the upcoming winter season.

8. **Form of Contract Agreement**-The Contractual Agreement between the Town of Hebron and the awarded Firm shall be a modified version of the AIA B101-2017-Standard Form of Agreement Between Owner and Architect. An amended and edited copy of which is attached to this RFQ. If the Owner awards a contract pursuant to this RFQ and subsequent RFP, the responding firm affirmatively represents that it shall execute the attached agreement without modification or condition.

Additional Requirements

1. Insurance:

1.1 The Town reserves the right to waive any portion or adjust downward the amount of insurance required depending on the exposures to the Town. **The Selected Firm shall furnish a certificate of insurance to the Town Manager or his designee for the following insurance coverages within ten (10) days from contract execution.** All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Hebron will receive thirty (30) days written notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

The Company shall provide Certificates of Insurance specifying such coverage and policy endorsements naming the Town, and its elected officials, agents, boards, commissions, employees, and volunteers as additional insureds prior to the start of the work.

- 1.2. Any aggregate limit shall apply per project. Firm's insurance shall be primary over any other valid and collectible insurance. Any deductibles are the sole responsibility of the Firm. Such policy shall name the Town of Hebron as "additional insured."

1.3. Commercial General Liability including Premises-Operations, Independent Consultants or Sub-Consultants, Blanket Contractual, Products and Completed Operations, Broad Form Property Damage:

\$1,000,000 Property Damage per Occurrence

\$1,000,000 Combined Single Limit

Property damage Liability for the following hazards if applicable:

X (Explosion), C (Collapse), U (Underground damage).

1.4. Comprehensive Automobile Liability covering owned, non-owned, hired, or leased vehicles.

\$1,000,000 Bodily Injury per Occurrence

\$1,000,000 Property Damage per Occurrence

\$1,000,000 Combined Single Limit

1.5 Owners Protective Liability:

On purchase orders where the cost of the work, or contract price, exceeds \$100,000 or is hazardous in nature, there shall also be a \$4,000,000 umbrella or excess liability layer over the underlying described above. In such case there shall also be required an Owners and the Firm's Protective Liability policy issued naming the Town as named insured, with a \$1,000,000 per occurrence limit.

The wording for both named insured and additional insured shall read as follows:
The Town of Hebron and its respective Officers, agents, and servants.

1.6 Worker's Compensation:

In accordance with Connecticut State Statutes.
Employers Liability Limit - \$1,000,000.

1.7 Professional liability – The firm shall provide Professional Liability Insurance (Errors and Omissions) coverage with a limit of at least **\$5,000,000**. The Insurer must be a recognized National Insurance Company.

1.8 Hold Harmless

The Firm and its Consultants agree to indemnify, defend, and hold harmless the Town of Hebron and its respective Officers, employees, agents and/or servants against demands, claims, actions or causes of actions, losses, damages, liabilities, costs, and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Hebron resulting from or arising out of the execution of the Work. The Certificate of Insurance must include a "Hold Harmless indemnification clause in the interest of the Town of Hebron. The Consultant and all Subconsultants and other interests shall also be named. See Form of Contract for full indemnity and defense obligations.

TOWN OF HEBRON, CONNECTICUT
Request for Qualifications
RFQ #2025-02
Architectural Design and Other Related Professional Services
New Department of Public Works Facility
December 9, 2024

2 Non-Collusive Affidavit and Town of Hebron Code of Ethics Policy

Any act or acts of misrepresentation or collusion shall be the basis for disqualification of any bid or proposal submitted by such person or company guilty of said misrepresentation or collusion. If the bidder has made any misrepresentations or has been involved in collusion and such conduct is discovered after the execution of an Agreement with the Town, the Town may cancel the Agreement without incurring liability, penalty, or damages. The attached Non-collusive Affidavit of Proposer form and acknowledgement of the Town Code of Ethics Policy must be submitted with the formal bid proposal.

Directions for Submitting Proposals

Firms responding to the RFQ should submit one (1) signed original and nine (9) printed copies along with an electronic version on a flash drive of sealed proposals to:

Town of Hebron
c/o Andrew Tierney, Town Manager
Town Office Building
15 Gilead Street
Hebron, Connecticut 06248

All proposals must be in HARD COPY format and be received no later than 10:00 a.m. on Friday, January 3, 2025.

Questions regarding this RFQ shall be directed to:

Name: Andrew Tierney

Email: atierney@hebronct.com

Questions must be received via email only (telephone inquiries will not receive a response) by seven days before the date proposals are due. Any addenda will be posted to the Town's website no later than four (4) days before the date proposals are due. It is the respondent's obligation to visit the Town's web page to access and download any addenda.

TOWN OF HEBRON, CONNECTICUT
Request for Qualifications
RFQ #2025-02
Architectural Design and Other Related Professional Services
New Department of Public Works Facility
December 9, 2024

Pre-Bid Walkthrough

Pre-proposal site visits will be held at Hebron Department of Public Works, 550 Old Colchester Road, Hebron, Connecticut, on Thursday, December 19, 2024, at 9:00 a.m. Site visits are not mandatory; however, it is recommended interested parties attend in order to be familiarized with the project. All visitors must check in at the Department of Public Works (DPW) Office.

Proposers that would like to re-visit the Department of Public Works site subsequent to the Pre-Bid Conference should contact the Andrew Tierney via e-mail at: atierney@hebronct.com.

Selection Process

All properly submitted proposals will be reviewed by The Committee. The Committee will determine qualified firms based on the following criteria and may select qualified firms to be interviewed as part of the selection process:

A short list of possible candidates may be created.

Selected Proposers may be interviewed prior to The Committee's selection.

The following will be considered for selection:

- Understanding of the project and completeness of response in relation to RFQ/RFP requirements;
- Project Experience with work of similar size and scope;
- Firm organization and team structure;
- Past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for projects;
- Past performance coordinating items such as critical paths, quality of work, client communications, providing timely, clear, and concise status updates, managing construction trade contractors;
- Knowledge of Department of Public Works facilities best practices and regulatory requirements;
- Qualifications and experience of key personnel and subconsultants;
- The approach to the project, including ability to meet project schedule requirements and documented project oversight capabilities;

EVALUATION CRITERIA

- A. The responses to the RFQ will be evaluated using an eight (80) point system on the following categories:
1. Responsiveness (20 points)
 1. Requested information included and the thoroughness of the responses.
 2. Documented understanding of project management principles.
 3. Proposed approach to project organization and the execution of the work.
 4. Clarity and brevity of the response.
 2. Staffing plan (20 points)
 1. Provisions for providing the required disciplines and skills.
 2. Provisions for active participation by firm's key personnel.
 3. Qualifications of key personnel meeting the requirement of the project.
 3. Firm's capability to provide the required services (20 points)
 1. Background of the firm.
 2. Relevant experience in constructing Public Work facilities.
 3. Specific experience in constructing Public Works facilities .
 4. Methodology proposed to meet objectives of the project.
 5. Location of firm within the general geographical area of the project and in-depth knowledge of the market in the locality of the project.
 6. History, knowledge, experience and a proven track record of being able to ascertain both Federal, State and Local permits for Public Works Facilities.
 7. References.
 4. Report of projects completed on time and within budget (20 points)
 1. Includes projects completed with minimal design changes during construction.
 2. Includes changes required due to Architectural/Engineering (A/E) drawing inconsistencies, errors, and omissions.
- B. Those firms that are selected to submitted Fee Proposals (RFP's) will be evaluated using a twenty (20) point system.

TOWN OF HEBRON, CONNECTICUT
Request for Qualifications
RFQ #2025-02
Architectural Design and Other Related Professional Services
New Department of Public Works Facility
December 9, 2024

C. The Department of Public Works Action Committee (DPWAC) will be employing a two-step process in order to determine what firm that they will ultimately recommend to the Town.

Step #1-The Committee will utilize the "Evaluation Criteria" that is listed above to select ("short list") at least three (3) but no more than five (5) firms.

Step #2-Those selected firms will be invited to make a formal presentation to discuss and further elaborate on the firm's capabilities to provide the necessary services for the Project. In advance of the presentation, they will be requested to submit a sealed envelope containing their lump sum fee proposal for the "Architectural Design and Other Related Professional Services".

Upon the completion by the Committee of Step #2, they will present its recommendation of the final selection for the contract award to the Hebron Board of Selectmen.

Hebron Code of Ethics
Effective November 5, 2019

I. Persons Governed by this Code

This code shall apply to all Town officials, officers, and employees, whether elected and/or appointed, including members of boards, commissions, and committees, full time, or part time, paid or unpaid and shall hereinafter be referred to collectively as “persons governed by this code.”

II. Purpose

Public office is a public trust. The trust of the public is essential for government to function effectively. Policy developed by government officials and employees affects every citizen of the town, and it must be based upon honest and fair deliberations and decisions. This process must be free from threats, favoritism, undue influence, and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity, fairness, and transparency of their government.

Persons governed by this code shall strive to conduct themselves in a professional, courteous, honest manner and otherwise according to the highest moral and personal standards of integrity, such that their behavior reflects favorably upon themselves and the Town of Hebron, including but not limited to conduct or communication in any public forum or media.

III. Definitions

As used in this Chapter, the following listed words and phrases shall have these specific meanings:

- A. **Conflict of Interest:** A conflict between one’s obligation to the public good and one’s self-interest.
- B. **Financial Interest:** Any monetary benefit accruing to persons governed by this code that is not equally available to the general public.
- C. **Gift:** Anything having value whether in the form of service, loan, tangible property, promise or any other form. However, a gift shall not include political contributions made in accordance with campaign financing regulations; nor tokens of appreciation, recognition or other incidental gratuities not exceeding \$100 per year.
- D. **Immediate Family:** Includes spouse/domestic partner, siblings, child(ren) parents, of persons governed by this code or the spouse/domestic partner and any individual residing in the same household.

- E. ***Independent Contractor***: Any general contractor, subcontractor, consultant, person, firm, corporation, vendor, or organization currently providing or formerly providing, goods or services to the Town of Hebron in exchange for compensation.
- F. ***Personal Interest***: Any non-monetary benefit, special consideration, treatment, or advantage accruing to persons governed by this code which is not equally available to the general public.

IV. Conflicts of Interest

No person governed by this code shall use his position or office for the financial or personal interest of himself, a business with which he is associated, an individual with which he is associated or a member of his immediate family.

No person governed by this code shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, that is incompatible with the proper discharge of his official responsibilities in the public interest or that would tend to impair his independent judgment or action in the performance of his official responsibilities.

No person governed by this code or a business with which he is associated or member of his immediate family shall enter into a contract with the Town unless it is awarded through a process of public notice and/or competitive bidding.

No person governed by this code or independent contractor shall knowingly counsel, authorize or otherwise sanction action that violates any provision of this code.

V. Disclosure and Recusal

A person governed by this code shall refrain from participating on behalf of the Town of Hebron in any matter pending before any agency of the town if he, a business with which he is associated, an individual with whom he is associated or a member of his immediate family has a financial or personal interest in that matter and such interest is not shared by a substantial segment of the town's population.

If such participation is within the scope of said person's official responsibility, he shall be required to provide written disclosure, that sets forth the nature and extent of such interest to the Town Clerk, and this disclosure shall be included in the official record of all proceedings on this matter.

Notwithstanding the prohibition outlined above, a person governed by this code may vote or otherwise participate in a matter that involves a determination of general policy if said person's interest in the matter is shared with a substantial segment of the population of the Town.

No person governed by this code shall appear on behalf of private interests before any agency of the Town, nor shall he represent private interests in any action, proceeding or litigation against the town.

Nothing contained in this code shall prohibit or restrict a person governed by this code from appearing before any agency of the Town on his own behalf, or from being a party in any action, proceeding or litigation brought by or against such person to which the Town is also a party.

For a period of one (1) year after termination of service to the Town, no former employee or Town official who participated in the negotiation or award of a town contract valued in excess of \$25,000 shall accept employment with, appear on behalf of, or represent any private interest concerning matters related to this same contract.

VI. Gifts

No person governed by this code or member of such individual's immediate family or business with which he is associated shall solicit or accept any gift that could reasonably be expected to influence or create an appearance of influencing the actions or judgment of such person.

If a prohibited gift is offered to a person governed by this code, he shall refuse it, return it, pay the donor the market value of the gift or donate it to a nonprofit organization provided he does not take the corresponding tax write-off. Alternatively, such prohibited gift may be considered a gift to the Town provided it remains in the Town's possession.

VII. Use of Town Assets

No person governed by this code or independent contractor shall request or permit the use of town funds or services, Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit, except when such assets and

services are available to the public generally or are provided as Town policy for the use of persons governed by this code in the conduct of official business.

VIII. Use of Confidential Information

No person governed by this code, former employee or independent contractor shall disclose confidential information concerning Town affairs, nor shall such persons governed by this code use this information for the personal or financial interests of themselves or others.