

LEGAL NOTICE

**TOWN OF KILLINGWORTH, CONNECTICUT
REQUEST FOR PROPOSALS**

KVFC FACILITIES NEEDS ASSESSMENT

October 30, 2023

The Town of Killingworth will receive sealed bids from qualified bidders to provide a professional **Needs Assessment and Planning Services** proposal for the Killingworth Volunteer Fire Company Facilities. Services must include a comprehensive engineering and architectural evaluation of the current firehouse and predict needs into the future.

Bids will be received at the Killingworth Town Hall located at 323 Route 81, Killingworth, CT until 4:00 p.m. on Monday, November 27, 2023. Proposals will be opened in public and read aloud at a Board of Selectmen's meeting at 7:00 p.m. that evening.

Proposal documents will be available on Friday, November 3, 2023 and may be obtained on the Town's website, www.townofkillingworth.com, under "Bids and RFPs" or from the Selectmen's Office, Killingworth Town Hall, 323 Route 81, Killingworth CT 06419 for a non-refundable \$25 per bid package.

A mandatory pre-bid meeting is scheduled for November 14, 2023 at 10:00 a.m. at the Killingworth Firehouse, 333 Route 81, Killingworth, CT.

The Town of Killingworth reserves the rights to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.

Minority business enterprises will be afforded full opportunity to submit bids and are encouraged to do so. The Town of Killingworth is an Affirmative Action/Equal Opportunity Employer.

Nancy Gorski, First Selectwoman

TOWN OF KILLINGWORTH, CONNECTICUT

**REQUEST FOR PROPOSALS FOR
KVFC FACILITIES NEEDS ASSESSMENT**

Proposal Number: 2023-01KVFC
Proposal Due Date & Time: **Monday, November 27, 2023 at 4:00 p.m.**
Proposal Opening Date & Time: **Monday, November 27, 2023 at 7:00 p.m.**
Proposal Opening Place: Killingworth Town Hall

The Town of Killingworth is seeking qualified bidders to provide a professional **Needs Assessment and Planning Services proposal** for the Killingworth Volunteer Fire Company Facilities. Services must include a comprehensive engineering and architectural evaluation of the current firehouse and predict needs into the future.

One (1) original, one (1) zip drive, and ten (10) copies of sealed proposals must be received in the Killingworth Town Hall, Selectmen’s Office, 323 Route 81, Killingworth, CT 06419 by the date and time noted above. The Town of Killingworth (the “Town”) will not accept submissions by e-mail or by fax. The Town will reject proposals received after the date and time noted above.

Proposal documents may found on the Town’s website, www.townofkillingworth.com, under “RFPs and bids,” or may be obtained from the Selectmen’s Office, Killingworth Town Hall, 323 Route 81, Killingworth CT 06419 during the hours of 8:00 a.m. – 4:00 p.m. Monday through Wednesday, 8:00 am – 7:00 p.m. on Thursday, or 8:00 a.m. until noon on Friday for a non-refundable fee of \$25.

Each proposer is responsible for checking the Town’s website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

Proposals must be held firm and cannot be withdrawn for sixty (60) calendar days after the opening date.

The Town reserves the rights to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town’s judgment, will be in the Town’s best interests.

This Request for Proposals (“RFP”) includes:

- Legal Notice
- Standard Instructions to Proposers
- Specifications
- Insurance Requirements
- Proposal Form
- Proposer’s Legal Status Disclosure

- Proposer's Certification Concerning Equal Employment Opportunities and Affirmative Action Policy
- Proposer's Non Collusion Affidavit
- Proposer's Statement of References
- Addenda, if any
- Sample Contract

The following documents must be completed and returned in the Bid Proposal:

- Proposal Form
- Proposer's Legal Status Disclosure
- Proposer's Certification Concerning Equal Employment Opportunities and Affirmative Action Policy
- Proposer's Non Collusion Affidavit
- Proposer's Statement of References

TOWN OF KILLINGWORTH, CONNECTICUT
KVFC FACILITIES NEEDS ASSESSMENT
Proposal Number: 2023-01KVFC

STANDARD INSTRUCTIONS TO PROPOSERS

1. INTRODUCTION

The Town of Killingworth is seeking proposals from qualified bidders to provide a professional **Needs Assessment and Planning Services proposal** for the Killingworth Volunteer Fire Company Facilities. Services must include a comprehensive engineering and architectural evaluation of the current firehouse and predict needs into the future.

This RFP is not a contract offer, and no contract will exist unless and until a written contract is signed by the Town and the successful proposer.

Interested parties should submit a proposal in accordance with the requirements and directions contained in this RFP. Proposers are prohibited from contacting any Town employee, officer or official concerning this RFP, except as set forth in Section 6, below. A proposer's failure to comply with this requirement may result in disqualification.

If there are any conflicts between the provisions of these Standard Instructions to Proposers and any other documents comprising this RFP, these Standard Instructions to Proposers shall prevail.

2. RIGHT TO AMEND OR TERMINATE THE RFP OR CONTRACT

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, www.townofkillingworth.com. Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

3. KEY DATES

- **Pre-bid meeting: November 14, 2023 at 10:00 a.m., Killingworth Firehouse**
- **Proposal Due Date: Monday, November 27, 2023 at 4:00 p.m., Selectmen's Office, Killingworth CT**
- **Proposal Opening: Monday, November 27, 2023 at 7:00 p.m., main Conference Room, Town Hall 323 Route 81 Killingworth, CT**
- Bid award date: TBD

4. OBTAINING THE RFP

All documents that are a part of this RFP are available on the Town's website, www.townofkillingworth.com or from the Selectmen's office, 323 Route 81, Killingworth, CT 06419 during the hours of 8:00 a.m. – 4:00 p.m. Monday through Wednesday, 8:00 am – 7:00 p.m. on Thursday, or 8:00 a.m. until noon on Friday for a non-refundable payment of \$25.

5. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be received in the Killingworth Town Hall, Selectmen's Office, 323 Route 81, Killingworth, CT 06419, prior to the date and time the proposals are scheduled to be opened publicly. Postmarks prior to the opening date and time do **NOT** satisfy this condition. The Town will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Town will **NOT** accept late proposals.

One (1) original, one (1) zip drive) and ten (10) copies of all proposal documents must be submitted in sealed, opaque envelopes clearly labeled with the proposer's name, the proposer's address, the words "**PROPOSAL DOCUMENTS,**" and the title Proposal number **2023-01KVFC KVFC FACILITIES NEEDS ASSESSMENT Project**. The Town may decline to accept proposals submitted in unmarked envelopes that the Town opens in its normal course of business. The Town may, but shall not be required to, return such proposal documents and inform the proposer that the proposal documents may be resubmitted in a sealed envelope properly marked as described above.

Proposal prices must be submitted on the Proposal Form included in this RFP. All blank spaces for proposal prices must be completed in ink or be typewritten; proposal prices must be stated in both words and figures. The person signing the Proposal Form must initial any errors, alterations or corrections on that form. Ditto marks or words such as "SAME" shall not be used in the Proposal Form.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled, or modified, for sixty (60) days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers' qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFP.

6. QUESTIONS AND AMENDMENTS

Questions concerning **the RFP** are to be submitted **in writing**, by email, and directed **only to**:

Name: Elizabeth Disbrow
Department: Board of Selectmen
E-mail: edisbrow@townofkillingworth.com

Proposers are prohibited from contacting any other Town employee, officer, or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.

The appropriate Town representative listed above must receive any questions from proposers no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, www.townofkillingworth.com. Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda. No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the

provisions of this RFP, and no proposer shall rely on any alleged oral statement.

7. ADDITIONAL INFORMATION

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

8. COSTS FOR PREPARING PROPOSAL

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.

9. OWNERSHIP OF PROPOSALS

All proposals submitted become the Town's property and will not be returned to proposers.

10. FREEDOM OF INFORMATION ACT

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A proposer's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A proposer must identify specifically the pages and portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the proposer cooperates with the Town as described in this section, the Town shall, to the extent permitted by law, protect from unauthorized disclosure such Confidential Information.

If the Town receives a request for a proposer's Confidential Information, it will promptly notify the proposer in writing of such request and provide the proposer with a copy of any written disclosure request. The proposer may provide written consent to the disclosure, or may object to the disclosure by notifying the Town in writing to withhold disclosure of the information, identifying in the notice the basis for its objection, including the statutory exemption(s) from disclosure. The proposer shall be responsible for defending any complaint brought in connection with the nondisclosure, including but not only appearing before the Freedom of Information Commission, and providing witnesses and documents as appropriate.

11. REQUIRED DISCLOSURES

Each proposer must, in its Proposal Form, make the disclosures set forth in that form. A proposer's acceptability based on those disclosures lies solely in the Town's discretion.

12. REFERENCES

Each proposer must complete and submit the Proposer's Statement of References form included in this RFP.

13. LEGAL STATUS

If a proposer is a corporation, limited liability company, or other business entity that is required to

register with the Connecticut Secretary of the State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any proposer's legal status. Each proposer must complete and submit the Proposer's Legal Status Disclosure form included in this RFP.

14. PROPOSAL (BID) SECURITY: THIS ITEM IS NOT APPLICABLE TO THIS RFP

15. PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the Town's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

16. SUBSTITUTION FOR NAME BRAND: THIS ITEM IS NOT APPLICABLE TO THIS RFP

17. TAX EXEMPTIONS

The Town is exempt from the payment of federal excise taxes and Connecticut sales and use taxes. Federal Tax Exempt # 06-600-2022.

18. INSURANCE

The successful proposer shall, at its own expense and cost, obtain and keep in force at least the insurance listed in the Insurance Requirements that are a part of this RFP. The Town reserves the right to request from the successful proposer a complete, certified copy of any required insurance policy.

19. PERFORMANCE SECURITY: THIS ITEM IS NOT APPLICABLE TO THIS RFP

20. DELIVERY ARRANGEMENT | THIS ITEM IS NOT APPLICABLE TO THIS RFP

21. AWARD CRITERIA; SELECTION; CONTRACT EXECUTION

All proposals will be publicly opened and read aloud as received on the date, at the time, and at the place identified in this RFP. Proposers may be present at the opening.

The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error or FOB terms. If an error exists in an extension of prices, the unit price shall prevail. In the event of a discrepancy between the price quoted in words and in figures, the words shall control.

The Town reserves the rights to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers.

The Town will accept the proposal that, all things considered, the Town determines is in its best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the Town's interests, including compliance with the procedural requirements stated in this RFP.

The Town will not award the proposal to any business that or person who is in arrears or in default to the Town with regard to any tax, debt, contract, security, or any other obligation.

The Town will select the proposal that it deems to be in the Town's best interest and issue a Preliminary Notice of Award to the successful proposer. The award may be subject to further discussions with the proposer. The making of a preliminary award to a proposer does not provide the proposer with any rights and does not impose upon the Town any obligations. The Town is free to withdraw a preliminary award at any time and for any reason. A proposer has rights, and the Town has obligations, only if and when a Contract is executed by the Town and the proposer.

If the proposer does not execute the Contract within ten (10) business days of the date of the Preliminary Notice of Award, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer.

The Town will post the Preliminary Notice of Award and related information on its website, www.townofkillingworth.com under "Public Notices, RFPs and bids" The Preliminary Notice of Award and Contract Execution dates in Section 3's Key Dates are anticipated, not certain, dates.

22. AFFIRMATIVE ACTION, AND EQUAL OPPORTUNITY

Each proposer must submit a completed Proposer's Certification Concerning Equal Employment Opportunities and Affirmative Action Policy form included with this RFP. Proposers with fewer than ten (10) employees should indicate that fact on the form and return the form with their proposals.

23. NONRESIDENT REAL PROPERTY CONTRACTORS: THIS ITEM IS NOT APPLICABLE TO THIS RFP

24. COMPLIANCE WITH IMMIGRATION LAWS THIS ITEM IS NOT APPLICABLE TO THIS RFP

25. NON COLLUSION AFFIDAVIT

Each proposer shall submit a completed Proposer's Non Collusion Affidavit that is part of this RFP.

26. CONTRACT TERMS

The following provisions will be mandatory terms of the Town's Contract with the successful proposer. If a proposer is unwilling or unable to meet any of these Contract Terms, the proposer must disclose that inability or unwillingness in its Proposal Form (see Section 11 of these Standard Instructions to Proposers):

A. DEFENSE, HOLD HARMLESS AND INDEMNIFICATION

The successful proposer agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Town, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "Town Indemnified Parties"), from and against all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses or expenses, including attorney's fees, arising out of or relating, directly or indirectly, to the successful proposer's malfeasance, misconduct, negligence or failure to meet its obligations under the RFP or the Contract. The successful proposer's obligations under this section shall not be limited in any way by any limitation on the amount or type of the successful proposer's insurance. Nothing in this section shall obligate the successful proposer to indemnify the Town Indemnified Parties against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of the Town Indemnified Parties.

In any and all claims against the Town Indemnified Parties made or brought by any employee of the successful proposer, or anyone directly or indirectly employed or contracted with by the successful proposer, or anyone for whose acts or omissions the successful proposer is or may be liable, the successful proposer's obligations under this section shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by the successful proposer under workers' compensation acts, disability benefit acts, or other employee benefits acts.

The successful proposer shall also be required to pay any and all attorney's fees incurred by the Town Indemnified Parties in enforcing any of the successful proposer's obligations under this section, which obligations shall survive the termination or expiration of this RFP and the Contract.

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

B. ADVERTISING

The successful proposer shall not name the Town in its advertising, news releases, or promotional efforts without the Town's prior written approval. If it chooses, the successful proposer may list the Town in a Statement of References or similar document required as part of its response to a public procurement. The Town's permission to the successful proposer to do so is not a statement about the quality of the successful proposer's work or the Town's endorsement of the successful proposer.

W-9 FORM

The successful proposer must provide the Town with a completed W-9 form before Contract execution.

D. PAYMENTS

Proposers are encouraged to offer discounts for early payment. All other payments are to be made 30 days after the appropriate Town employee receives and approves the invoice, unless otherwise specified in the Specifications.

Each payment application or invoice shall be accompanied by a statement showing the status of all pending change orders, pending change directives and approved changes to the Contract. Such statement shall identify the pending change orders and pending change directives, and shall include the date such change orders and change directives were initiated, additional cost and/or time associated with their performance and a description of any work completed. The successful proposer shall require each of its subcontractors and suppliers to include a similar statement with each of their payment applications or invoices.

E. TOWN INSPECTION OF WORK **THIS ITEM IS NOT APPLICABLE TO THIS RFP**

F. REJECTED WORK OR MATERIALS **THIS ITEM IS NOT APPLICABLE TO THIS RFP**

G. MAINTENANCE AND AVAILABILITY OF RECORDS

The successful proposer shall maintain all records related to the work described in the RFP for a period of five (5) years after final payment under the Contract or until all pending Town, state and federal audits are completed, whichever is later. Such records shall be available for examination and audit by Town, state and federal representatives during that time.

H. SUBCONTRACTING **THIS ITEM IS NOT APPLICABLE TO THIS RFP**

I. PREVAILING WAGES: **THIS ITEM IS NOT APPLICABLE TO THIS RFP**

J. PREFERENCES **THIS ITEM IS NOT APPLICABLE TO THIS RFP**

K. WORKERS COMPENSATION

Prior to Contract execution, the Town will require the tentative successful proposer to provide a current statement from the State Treasurer that, to the best of her knowledge and belief, as of the date of the statement, the tentative successful proposer was not liable to the State for any workers' compensation payments made pursuant to Conn. Gen. Stat. § 31-355.

L. SAFETY **THIS ITEM IS NOT APPLICABLE TO THIS RFP**

M. COMPLIANCE WITH LAWS

The successful proposer shall comply with all applicable laws, regulations, ordinances, codes and orders of the United States, the State of Connecticut and the Town related to its proposal and the performance of the work described in the Contract.

N. LICENSES AND PERMITS **THIS ITEM IS NOT APPLICABLE TO THIS RFP**

O. CESSATION OF BUSINESS/BANKRUPTCY/RECEIVERSHIP

If the successful proposer ceases to exist, dissolves as a business entity, ceases to operate, files a petition or proceeding under any bankruptcy or insolvency laws or has such a petition or proceeding filed against it, the Town has the right to terminate the Contract effective immediately. In that event, the Town reserves the right, in its sole discretion as it deems appropriate and without prior notice to the successful proposer, to make arrangements with another person or business entity to provide the services described in the Contract.

P. AMENDMENTS

The Contract may not be altered or amended except by the written agreement of both parties.

Q. ENTIRE AGREEMENT

the parties are not, and shall not be, bound by any stipulations, representations, agreements or promises, oral or It is expressly understood and agreed that the Contract contains the entire agreement between the parties, and that otherwise, not printed or inserted in the Contract or its attached exhibits.

R. VALIDITY

The invalidity of one or more of the phrases, sentences or clauses contained in the Contract shall not affect the remaining portions so long as the material purposes of the Contract can be determined and effectuated.

S. CONNECTICUT LAW AND COURTS

The Contract shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Connecticut, and the parties irrevocably submit in any suit, action or proceeding arising out of the Contract to the jurisdiction of the United States District Court for the District of Connecticut or of any court of the State of Connecticut, as applicable.

T. NON-EMPLOYMENT RELATIONSHIP

The Town and the successful proposer are independent parties. Nothing contained in the Contract shall create, or be construed or deemed as creating, the relationships of principal and agent, partnership, joint venture, employer and employee, and/or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms and conditions of the Contract. The successful proposer understands and agrees that it is not entitled to employee benefits, including but not limited to workers compensation and employment insurance coverage, and disability. The successful proposer shall be solely responsible for any applicable taxes.

END OF STANDARD INSTRUCTIONS TO PROPOSERS

TOWN OF KILLINGWORTH, CONNECTICUT
Proposal Number: 2022 -03
KVFC FACILITIES NEEDS ASSESSMENT

SPECIFICATIONS

1. INVITATION

The Killingworth Volunteer Fire Company (KVFC), Town of Killingworth, CT is soliciting proposals from qualified bidders to provide a professional **Needs Assessment and Planning Services proposal** that must include a comprehensive engineering and architectural evaluation of the current firehouse and predict needs into the future. The services shall include a detailed physical analysis of current facilities, an assessment of current and projected emergency services needs and facility requirements for equipment and overall operations. The assessment of needs shall enable the Town and KVFC to properly plan for a firehouse that will last for fifty years.

2. QUALIFICATIONS FOR CONSIDERATION

Qualified firms must have specific expertise in performing assessments of and designing fire stations, combined public safety facilities and demonstrate broad qualifications to perform such services.

The submission of qualifications shall include a minimum of three (3) relevant projects with sufficient supporting information including but not limited to project description, scope, outcome and reference contact information.

In addition, technical and professional qualifications of organizations as well as resumes of all personnel to be assigned to this project shall be required.

2. NATURE OF SERVICES REQUESTED

KVFC is seeking service providers to address facility specific health and safety concerns, the design being energy efficient, durable and low maintenance while meeting the operational requirements of the fire company into the future.

Architectural and engineering services shall be required for determining the optimum location, design, construction and phasing of new facilities. This may include renovation of existing facilities or construction of new based on an objective cost benefit analysis to be provided as part of services provided. Considerations must be given to maintaining existing and ongoing emergency services while renovations and upgrades are implemented. Consideration shall also be given to siting including existing locations, available siting alternatives (other own properties) or possible land acquisitions (i.e. consideration is not limited to current fire station location, 331 Route 81, Killingworth CT, 06419).

3. OUTCOMES & PROJECT SCOPE OF WORK

The intended outcomes shall include the following:

- Options for consideration (minimum of four) for renovation or new construction of KVFC facilities including basic scope, conceptual drawings, locations and ROM costs for each as well as strengths and weaknesses of each option.
- A final recommendation as to direction regarding renovation or new construction of KVFC facilities to support near term needs as well as planned/phased growth for the next 50 years
- Justification of both financial and operational predictions enabling KVFC and the Town to present a final recommendation in sufficient detail to support budgeting process and funding approval to design and construct
- Conceptual drawings (including phasing concepts) in sufficient detail to support issuance of RFP for design
- Draft RFP for consideration for design & construction services in support of recommended option

The Scope of Work (SOW) shall include the following:

A full assessment of the KVFC needs (services required, equipment/apparatus required and facilities to support the same).

While this study and its recommendations is largely about facilities needs both now and in the future, this cannot be properly assessed without an understanding of the current and predicted services and equipment needed for the KVFC to complete its mission. The basis of such facilities need must be grounded with an inventory of services delivered now and expected in the short and long term and equipment needed for the same including efficiencies available now and into the future from mutual aid partners, thus not limiting solutions to town delivered options only.

The equipment and services assessment shall include significant input from the KVFC and its Town of Killingworth Board of Fire Commissioners (BoFC) as well as independent research by service provider.

The project may consider all previous studies as background however the final recommendations shall be a completely independent and objective assessment of needs based on the professional assessment of the service provider.

With an agreed upon assessment of required services and equipment/apparatus (current and future) as presented to and determined by KVFC and endorsed by the Board of Fire Commissioners, the project may proceed to a facilities assessment.

In assessing facilities' needs, the service provider shall evaluate the constraints and opportunities of the existing KVFC and other Killingworth EMS facilities (e.g. Emergency Operations Center, Killingworth Ambulance Facility, KVFC Training Facility), update program/equipment & apparatus requirements, investigate site(s) and buildings, investigate other sites, analyze code and permitting requirements, consider potential environmental or other siting considerations in order to set the basis for design studies and alternatives for each location. This will include:

1. Review existing information related to design and construction: Review information provided and any relevant reference information such as original building construction plans, surveys, permits, etc.
2. Building and Site Investigations: Conduct on site investigations of existing facilities and conduct thorough interviews with KVFC leadership and Killingworth BoFC to include:

- Onsite investigations as needed to understand needs, deficiencies, constraints and opportunities.
 - Assessment of adequacy of sites(s) to serve KVFC requirements and additional usage needs of the town (i.e. meeting/committee space, community space, etc.) and general organizational growth as determined through assessment of service and equipment requirements.
 - Prepare site plans sufficient for schematic designs from existing information
 - Update building program(s) and prepare room data sheets
 - Assessment of parking, circulation, access and traffic issues
 - Evaluation of building(s) for ALL code requirements including but not limited to IBC, NFPA, ADA, OSHA, etc.
 - Assess adequacy of available utilities to serve existing or proposed building site(s)
 - Assessment of Information Technology, Radio Requirements, networking and other communications requirements and future needs.
 - Assess any existing geotechnical data and/or identify need for testing as needed for advancing design recommendations
3. Code & Permitting Review: Evaluate all code related issues associated with the project. Outline the approval steps required to complete permitting associated with project. Outline the steps required to complete the permitting associated with renovation or new construction. Evaluate the impact of code required upgrades related to renovation and/or new construction

Based on the above investigations and evaluations, the service provider shall study design options in association and consultation with KVFC leadership and the Board of Fire Commissioners. The outcome of this study shall be a Final Recommendation based on cost and constructability. This recommendation shall be supported with written report documenting rationale and justification for direction. This shall also include alternatives considered in sufficient detail to understand why alternative options were not considered (strengths and weaknesses). Ten (10) written copies, one electronic copy (zip drive) of report shall be provided.

Based upon the above recommendation and its approval by the KVFC and Board of Fire Commissioners to proceed, the service provider shall advance the recommended design to include the following:

1. Recommended program of spaces for facility(s)
2. Site Plan with building location, parking, circulation, access and landscaping
3. Phasing plan to including maintaining existing operation (24/7) while affecting construction/renovations (this may include relocation, interim facilities or mutual aid options as agreed upon by KVFC)
4. Conceptual drawings for design in sufficient detail to advance design to Advanced Schematic Design/Design Development upon approval to do so.
5. Cost Estimates for final design through construction and turnover. This shall be broken down into phases as rationalized with Final Recommendation.
6. Project schedule including a detailed schedule from design through construction/turnover for near term construction. A macro schedule shall also be provided for phased additional construction (years anticipated) to be used for future capital plan/forecast.
7. Suggested RFP for Design Services with Design cost, schedule and milestones
8. Permitting Checklist and Milestones

A final report including all items and drawings shall be provided upon completion of this phase. An initial draft will be provided for final review by KVFC and the BoFC. Upon review and acceptance of this draft report a final report shall be provided. Ten (10) written copies, one electronic copy (.pdf) of report shall be provided.

5. SELECTION CRITERIA

Thoroughness of narrative addressing RFP requirements for the planning and conceptual design of facilities in support of the KVFC current and future needs

Preferred Service Provider shall have proven experience working with Emergency Services and background in the planning and design of Emergency Service Facilities.

Planning and Design experience of 20 years or greater with a minimum of 5 significant (\$5.0 M or greater each) public safety projects completed and constructed.

The Service Provider shall have a complete understanding and in-house knowledge of all OSHA and NFPA guidelines and requirements for Fire Station design.

Service Provider shall be professionally licensed to practice in the State of Connecticut (Architecture/Professional Engineer)

Depth of services within the Service Provider's organization including in house staff and subcontractors

Strong consideration will be given to creativity, experience, as well as high regard for health and safety, the design being energy efficient, durable and low-maintenance while meeting the operational needs of KVFC

Ability to provide advanced planning as outlined in this RFP at a reasonable and fixed cost

6. SUBMISSION REQUIREMENTS

- A. Submittal Documents
 - a. 10 Hard copies of the proposal, including attachments
 - b. One (1) zip drive
 - c. Cost proposal and proposed schedule of progress and payments
- B. Submittal Content will also include:
 - a. Cover Letter, including the person authorized to represent the Service Provider in any negotiations and the name of the persons authorized to sign any contract that may result.
 - b. Proof of license to practice architecture/engineering in the State of Connecticut
 - c. Company description including the number of years in business, size, specialties etc.
 - d. Resources available to per from the service
 - e. Provide a list of best practices your company utilizes when making recommendations
 - f. Describe the Service Providers resources available to perform the work for the duration of the project

- g. Include the name and address of any Sub-Consultants or Contractors that may perform work under this contract and what service they may provide.
- h. Previous experience with recent project delivery within the last 5 years that best characterizes your capabilities and work quality on relevant projects
- i. Provide names, title, resume or description of the duties and years of experience of the Staff and Sub Contractors and availability of that staff to work on this project.
- j. Resumes of Principles and Staff proposed to work on the project
- k. Provide detailed description of the Service Providers approach to the management, allocation of resources and best practices required by this project
- l. Provide a detailed description of the proposed services offered and the methodology that will be used to accomplish the tasks identified.

END OF SPECIFICATIONS

TOWN OF KILLINGWORTH, CONNECTICUT

**Proposal Number: 2023-01KVFC
KVFC FACILITIES NEEDS ASSESSMENT**

INSURANCE REQUIREMENTS

The Proposer must provide a Certificate of Insurance upon execution of the contract with the Town of Killingworth with the following limits:

Commercial General Liability:	\$1,000,000
Auto Liability:	\$1,000,000
Excess/Umbrella:	\$5,000,000
Workers' Compensation:	statutory limits
Employers Liability:	\$1,000,000

Town of Killingworth must be named as additional insured.

END OF INSURANCE REQUIREMENTS

TOWN OF KILLINGWORTH, CONNECTICUT

Proposal Number: 2023-01KVFC

KVFC FACILITIES NEEDS ASSESSMENT

BID FORM

PROPOSER'S FULL LEGAL NAME: _____

To provide the products and/or services specified in, and upon the terms and conditions of, the

RFP for the total sum of: _____/100 Dollars

(\$ _____)

(write out in words)

ACKNOWLEDGMENT

In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed work called for in the RFP. Except as otherwise expressly stated in the RFP, no additional payment of any kind will be made for work accomplished under the price(s) as proposed.

REQUIRED DISCLOSURES

1. Exceptions to or Modifications or Clarifications of the RFP

_____ This proposal does not take exception to or seek to modify or clarify any requirement of the RFP, including but not only any of the Contract Terms set forth in Section 26 of the Standard Instructions to Proposers.

OR

_____ This proposal takes exception(s) to or seeks to modify or clarify certain of the RFP requirements, including but not only the following Contract Terms set forth in Section 26 of the Standard Instructions to Proposers. **Attached is a sheet fully describing each such exception.**

2. State Debarment List

Is the proposer on the State of Connecticut's Debarment List?

_____ Yes

_____ No

3. Occupational Safety and Health Law Violations

Has the proposer or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the proposal (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the proposal?

_____ Yes

_____ No

If "yes," attach a sheet fully describing each such matter.

4. Arbitration/Litigation

Has either the proposer or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any pending or resolved arbitration or litigation?

_____ Yes

_____ No

If "yes," attach a sheet fully describing each such matter.

5. Criminal Proceedings

Has the proposer or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

_____ Yes

_____ No

If "yes," attach a sheet fully describing each such matter.

6. Ethics and Offenses in Public Projects or Contracts

Has either the proposer or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts?

_____ Yes

_____ No

If “yes,” attach a sheet fully describing each such matter.

NOTE: THIS DOCUMENT, IN ORDER TO BE CONSIDERED A VALID PROPOSAL, MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE BUSINESS ENTITY THAT IS SUBMITTING THE PROPOSAL. SUCH SIGNATURE CONSTITUTES THE PROPOSER’S REPRESENTATIONS THAT IT HAS READ, UNDERSTOOD AND FULLY ACCEPTED EACH AND EVERY PROVISION OF EACH DOCUMENT COMPOSING THE RFP, UNLESS AN EXCEPTION IS DESCRIBED ABOVE.

BY: _____

TITLE: _____

(SIGNATURE)

(PRINT NAME)

DATE: _____

END OF PROPOSAL FORM

**TOWN OF KILLINGWORTH, CONNECTICUT
PROPOSAL # 2023-01KVFC
KVFC FACILITIES NEEDS ASSESSMENT**

PROPOSER'S LEGAL STATUS DISCLOSURE

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied, and used by the proposer's regular employees regularly in attendance to carry on the proposer's business in the proposer's own name. An office maintained, occupied, and used by a proposer only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied, and used by a person affiliated with a proposer will not be considered a permanent place of business of the proposer.

IF A SOLELY OWNED BUSINESS:

Proposer's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business under sole proprietor or trade name _____

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

_____ Yes

_____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A CORPORATION:

Proposer's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Officers

President

Secretary

Chief Financial Officer

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A LIMITED LIABILITY COMPANY:

Proposer's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Manager(s) and Member(s)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A PARTNERSHIP:

Proposer's Full Legal Name _____

Street Address _____

Mailing Address _____
(if different from Street Address)

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Partners

_____	_____
Name & Title (if any)	Residential Address (street only)

_____	_____
Name & Title (if any)	Residential Address (street only)

_____	_____
Name & Title (if any)	Residential Address (street only)

_____	_____
Name & Title (if any)	Residential Address (street only)

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

Legal Name of Proposer _____

Signature: _____
Proposer's Representative, Duly Authorized

Name of Proposer's Authorized Representative: _____

Title of Proposer's Authorized Representative : _____

Date: _____

END OF LEGAL STATUS DISCLOSURE FORM

**TOWN OF KILLINGWORTH, CONNECTICUT
PROPOSAL # 2023-01KVFC
KVFC FACILITIES NEEDS ASSESSMENT**

**PROPOSER'S CERTIFICATION
Concerning Equal Employment Opportunities And Affirmative Action Policy for**

I/we, the proposer, certify that:

- 1) I/we are in compliance with the equal opportunity clause as set forth in Connecticut state law (Executive Order No. Three, <http://www.cslib.org/exeorder3.htm>).
- 2) I/we do not maintain segregated facilities.
- 3) I/we have filed all required employer's information reports.
- 4) I/we have developed and maintain written affirmative action programs.
- 5) I/we list job openings with federal and state employment services.
- 6) I/we attempt to employ and advance in employment qualified handicapped individuals.
- 7) I/we are in compliance with the Americans with Disabilities Act.
- 8) I/we (check one):

_____ have an Affirmative Action Program, or

_____ employ 10 people or fewer.

Legal Name of Proposer _____

Signature: _____
Proposer's Representative, Duly Authorized

Name of Proposer's Authorized Representative: _____

Title of Proposer's Authorized Representative : _____

Date: _____

**TOWN OF KILLINGWORTH, CONNECTICUT
PROPOSAL # 2023-01KVFC
KVFC FACILITIES NEEDS ASSESSMENT**

PROPOSER'S NON COLLUSION AFFIDAVIT

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the proposal is genuine; it is not a collusive or sham proposal;
- (2) the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and
- (4) no elected or appointed official or other officer or employee of the Town of Killingworth is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Town of Killingworth to consider its proposal and make an award in accordance therewith.

Legal Name of Proposer _____

Signature: _____
Proposer's Representative, Duly Authorized

Name of Proposer's Authorized Representative: _____

Title of Proposer's Authorized Representative: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

_____ Notary Public
My Commission Expires:

**TOWN OF KILLINGWORTH, CONNECTICUT
PROPOSAL # 2023-01KVFC
KVFC FACILITIES NEEDS ASSESSMENT**

PROPOSER'S STATEMENT OF REFERENCES

Provide at least three (3) references:

1. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION : _____
EMAIL ADDRESS: _____

2. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION : _____
EMAIL ADDRESS: _____

3. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION : _____
EMAIL ADDRESS: _____

END OF STATEMENT OF REFERENCES

**TOWN OF KILLINGWORTH, CONNECTICUT
PROPOSAL # 2023-01KVFC
KVFC FACILITIES NEEDS ASSESSMENT**

SAMPLE CONTRACT

This Contract is made as of the _____ day of _____, 20____ (the "Effective Date"), by and between the Town of Killingworth, Connecticut, a municipal corporation organized and existing under the laws of the State of Connecticut (the "Town"), and **[name and address of successful proposer]** (the "Contracting Party").

RECITALS:

WHEREAS, the Town has issued a Request for Proposals for KVFC FACILITIES NEEDS ASSESSMENT (the "RFP"), a copy of which, along with any addenda, is attached as Exhibit A;

WHEREAS, the Contracting Party submitted a proposal to the Town dated _____ (the "Proposal"), a copy of which is attached as Exhibit B;

WHEREAS, the Town has selected the Contracting Party to perform the Work (as defined in Section 1 below); and

WHEREAS, the Town and the Contracting Party desire to enter into a formal contract for the performance of the Work.

NOW THEREFORE, in consideration of the recitals set forth above and the parties' mutual promises and obligations contained below, the parties agree as follows:

1. Work: The Contracting Party agrees to perform the Work described more fully in the attached Exhibits A and B (collectively, the "Work").

The Contracting Party also agrees to comply with all of the terms and conditions set forth herein and in the RFP, including but not only all of the terms set forth in Section 26 (the "Contract Terms") of the Standard Instructions to Bidders.

2. Term: **[]**

3. Contract Includes Exhibits; Order of Construction: The Contract includes the RFP (Exhibit A) and the Proposal (Exhibit B), which are made a part hereof. In the event of a conflict or inconsistency between or among this document, the RFP, and the Proposal, this document shall have the highest priority, the RFP the second priority, and the Proposal the third priority.

4. Price and Payment: **[placeholder]**

5. Right to Terminate: If the Contracting Party's fails to comply with any of the terms, provisions or conditions of the Contract, including the exhibits, the Town shall have the right, in addition to all other available remedies, to declare the Contract in default and, therefore, to terminate it and to resubmit the subject matter of the Contract to further public procurement. In that event, the Contracting Party shall pay the Town, as liquidated damages, the amount of any excess of the price of the new contract over the Contract price provided for herein, plus any legal or other costs or expenses incurred by the Town in terminating this Contract and securing a new contracting party.

6. No Waiver or Estoppel: Either party's failure to insist upon the strict performance by the other of any of the terms, provisions and conditions of the Contract shall not be a waiver or create an estoppel. Notwithstanding any such failure, each party shall have the right thereafter to insist upon the other party's strict performance, and neither party shall be relieved of such obligation because of the other party's failure to comply with or otherwise to enforce or to seek to enforce any of the terms, provisions and conditions hereof.

7. Notice: Any notices provided for hereunder shall be given to the parties in writing (which may be hardcopy,

facsimile, or e-mail) and shall be effective upon receipt at their respective addresses set forth below:

If to the Town:

First Selectman
Town of Killingworth
323 Route 81
Killingworth, CT 06419
E-mail firstselectman@townofkillingworth.com
Fax 860-663-3305

If to the Contracting Party:

*[name
Address
e-mail
fax]*

8. Execution: This Contract may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement, and shall become binding when one or more counterparts have been signed by each of the parties hereto and delivered (including delivery by facsimile) to each of the parties.

IN WITNESS THEREOF, the parties have executed this contract as of the last date signed below.

TOWN OF KILLINGWORTH

By _____ Name: FIRST SELECTMAN
Its [First Selectman](#), Duly Authorized

Date: _____

[CONTRACTING PARTY LEGAL NAME]

By _____

Its _____, Duly Authorized

Date: _____

: