

**REQUEST FOR PROPOSALS FOR
LANDSCAPE ARCHITECTURAL SERVICES
TOWN OF AVON, CONNECTICUT**

The Town of Avon is seeking written responses to a Request for Proposal (RFP) for services of a landscape architect needed for town center improvements for the Town of Avon.

An original and three (3) copies of proposals must be submitted to the Town Manager's Office, 60 West Main Street, Avon, CT 06001 by **12:00 Noon on Wednesday, August 20, 2008**. Proposal forms are available at the Town Manager's Office or by accessing the Town's web page at www.town.avon.ct.us under "Opportunities" Public Bids and RFP's. Proposals must be submitted in sealed envelopes marked "Proposal for Landscape Architectural Services."

Philip K. Schenck, Jr.
Town Manager

**REQUEST FOR PROPOSALS
LANDSCAPE ARCHITECTURAL SERVICES**

I. GENERAL INFORMATION

1.1 **Issuing Office:** This Request for Proposals (RFP) is issued by the Town of Avon, Connecticut.

1.2 **Purpose:** The purpose of the RFP is to provide prospective firms with essential information to enable them to prepare and submit proposals to provide landscape architectural services necessary for the Town of Avon to complete the design and construction of improvements to the Town Center of Avon including replacement of sidewalks and installation of decorative lighting. This project is funded by a State of Connecticut STEAP grant.

1.3 **Proposals:** All proposals received by the Town in response to this RFP will be retained. Submissions must:

- A. Constitute a complete response to this RFP, using the Proposal Form provided in this document.
- B. Include an original and three (3) copies. The price proposal and/or fee structure must be submitted in a separate envelope from the base proposal.
- C. Proposal must be received by:

The Office of the Town Manager
60 West Main Street
Avon, CT 06001

no later than **12:00 Noon on Wednesday, August 20, 2008**. Envelopes must be clearly marked "Proposal for Landscape Architectural Services". Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. **Proposals may not be submitted by e-mail.**

- C. Must be signed by an official authorized to bind the firm to its provisions.
- D. Must include a statement that the proposal remains valid for a period of at least sixty (60) days from the date of its submission.

1.4 Rejection of Proposals: The Town reserves the right to reject any and all proposals received as a result of this RFP.

1.5 Communications Concerning RFP: All questions relevant to the development of a proposal are to be directed to:

Ms. Blythe C. Robinson
Assistant Town Manager
Phone: (860) 409-4300
E-mail: brobinson@town.avon.ct.us

Any questions determined to be of interest to all prospective firms will be answered in writing and provided to all firms either by mail or by e-mail.

Except as authorized by Ms. Robinson, no vendor may contact any other employee or elected or appointed official of the Town of Avon with respect to the RFP or the submission of a bid.

1.6 Additional Information:

- A. Revisions or addenda to the RFP:** In the event it becomes necessary to revise or supplement any part of the RFP, the revision or supplement will be provided to all prospective firms either by U.S. mail or by e-mail.
- B. Experience:** Firms that have a properly licensed landscape architect on staff and have experience in the design of similar projects are encouraged to apply.
- C. Incurring Costs:** The Town will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.
- D. Civil Rights Compliance:** Where applicable, firms must comply with the Civil Rights Act of 1964, the Equal Employment Act, and the Connecticut Fair Employment Practices Act.
- E. News Releases:** News releases pertaining to this RFP or the services, study or project to which it relates will not be made without prior approval, and then only in coordination with the Town.

- F. **Acceptance of Proposal Content:** The contents of the successful proposal may, at the Town's option, become part of the contract entered into by the successful firm and the Town.

II. CONTENT OF PROPOSALS

2.1 **Scope of Services**

Proposals should address each of the following services, with the cost of the services submitted in a separate envelope. In this way the Town can evaluate each proposal as to whether or not it best meets the Town's interests and needs:

1. The intent of the project is to replace and/or install new sidewalks and decorative lighting in the Town Center of Avon beginning at the intersection of Route 44 and Route 10/Old Farms Road. The project area extends roughly 1,000 feet in either direction on Route 44 from the intersection, and approximately 100 feet on both Route 10 and Old Farms Road from the intersection. Landscape architectural services are required for the design bid specifications of the sidewalks and style of lighting to be installed and construction administration. The project also contemplates the inclusion of some new trees and park benches.
2. Interested firms must be able to provide the services of a landscape architect to work with the Town's engineering department, outside consulting services of an electrical engineer and surveyor, and other Town staff to complete the project design. The landscape architect will also be required to assist in the development of bidding documents required by the State of Connecticut and construction administration of the project in their area of expertise.
3. Interested firms must be able to begin work as soon as the consultant is selected and work with the other team members to complete design and advertise bids in order for construction to begin in the spring of 2009.

2.2 **Other Requirements**

Proposals should also include the following:

- A. Brief statement as to the firm's particular abilities and qualifications related to this project.

- B. Resumes of key personnel who would be assigned to this project.
- C. In a separate envelope from the rest of the proposal each firm shall submit their fee proposal for this scope of work, including each proposed person's hourly rate and the firm's expense schedule.
- D. Additional information or documentation that may be useful and applicable to this project.
- E. Prior to contract, the winning firm will be required to show evidence of insurance coverage of a kind and in an amount satisfactory to the Town. The Town's insurance requirements are attached to this RFP in Exhibit A.
- F. The name and contact information for all Connecticut municipalities for which the firm has provided similar services during the past three years.
- G. Information concerning any suits filed, judgments entered or claims made against the firm during the last five years with respect to landscape architectural services provided by the firm (b) or any declaration of default or termination for cause against the firm with respect to such services. In addition, state whether during the past five years the firm has been suspended from bidding or entering into any government contract.

III. SELECTION PROCESS

3.1 Review Process: All proposals will be reviewed by a committee comprised of the Planning Director, Deputy Town Engineer, Director of Public Works and Assistant Town Manager.

The Town reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated based on what is deemed to be in the best interests of the Town, including such factors as the bidder's qualifications and experience of the firm and personnel to be assigned to the project team, ability to perform within time constraints, project team experience on similar projects, recommendations of entities for which the bidder has previously provided services, hourly fees and expense schedules, and appropriate professional credentials. Cost will not be the sole factor in evaluating bids.

A short list of finalists will be developed and firms may be interviewed by the Selection Committee after the proposals are received. Specific information required for the interviews will be provided to finalists at the time of notification.

If interviews are held they will be 30-45 minutes long. Initial presentations will be limited to 15 minutes. The final 15-30 minutes will be reserved for questions from the Selection Committee and subsequent discussion. The key person to be assigned to this project must be present at this interview.

The Selection Committee expects to recommend a firm to the Avon Town Manager for approval by October 1, 2008.

The Town expects to complete its review of all proposals and select the tentative bidder within one week after the receipt of proposals. If necessary, the Town may extend that review period.

Selection as the firm with the preferred proposal does not provide any contract rights to that firm. Any such rights shall accrue only if and when the Town and the firm execute a binding contract. The Town reserves the right to negotiate with the successful firm in any manner necessary to best serve the interests of the Town. If the Town fails to reach an agreement with the successful bidder, the Town may commence negotiations with an alternative bidder or reject all bids and reinstitute the RFP process.

[Form of Cover Page of Proposal]

TOWN OF AVON

PROPOSAL FOR LANDSCAPE ARCHITECTURAL SERVICES

The undersigned has read, understands, and affirms his compliance with the requirements contained in the Request for Proposals for Landscape Architectural Services for Town of Avon. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm.

The proposal consists of this cover page and the following attachments:

Name and Address of Firm:

Name, Title and Contact Information (phone, fax, email) of Authorized Representative:

Signature of Authorized Representative:

(Attach additional sheets as necessary)

EXHIBIT A

The Contractor must procure and maintain for the duration of the contract insurance against claims for injuries to persons or damage for property which may arise from or in connection with the performance of the contractor's work by the individual or firm, his agents, representatives, employees or subcontractors.

For the purpose of this clause: the term "professional individual or firm" and "contractor" shall also include their respective agents, representatives, employees or subcontractors; the term "Town of Avon" or "Town" shall include their respective officers, employees, volunteers, boards and commissions.

The Contractor must provide a current Certificate of Insurance to the Assistant to the Town Manager with the following requirements:

- a. Commercial General Liability: \$1,000,000
Combined single limits per occurrence for bodily injury, personal injury, property damage and products/completed operations.
 - 1. The Town and their respective officers, agents, officials, employee volunteers, boards and commissions are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor; premises owned, leased or used by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Town.
 - 2. The contractor's insurance coverage shall be primary insurance as respects the Town of Avon. Any insurance or self-insurance maintained by the Town shall be excess of the contractor's insurance and shall not contribute with it.
 - 3. Any failure to comply with reporting provisions of the policies shall not affect coverages provided to the Town of Avon.
 - 4. Coverage shall state that the contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

- b. Automobile Liability:
 - Each Accident: \$1,000,000
 - Hired/Non-owned Auto Liability \$1,000,000

- c. Errors and Omissions Insurance \$1,000,000

- d. Worker's Compensation, as required by Connecticut State statutes.

- e. The "Town of Avon" is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance.

- f. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A:VII.
- g. The contractor shall furnish the Town with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Town before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.
- h. All insurance may not be suspended, voided, canceled or modified in coverage or limits without thirty (30) days prior written notice be registered U.S. Mail to:
Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001-3743.