

**CITY OF MIDDLETOWN-PURCHASING OFFICE ROOM 112
MUNICIPAL BUILDING 245 DEKOVEN DRIVE
MIDDLETOWN, CT 06457
(860) 638-4895
(860- 638-1995) Fax**



**CITY OF MIDDLETOWN
REQUEST FOR QUALIFICATION STATEMENT**

#2013-033

**DOWNTOWN URBAN DESIGN SERVICES
PLANNING, CONSERVATION AND DEVELOPMENT DEPARTMENT**

QUALIFICATIONS DUE BY: FRIDAY, FEBUARY 28TH, 2014 at 3:00 P.M.

QUESTIONS: Contact the Purchasing Office at 860-638-4895

**Carl Erlacher
Director of Finance**

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**REQUEST FOR QUALIFICATION STATEMENT
CITY OF MIDDLETOWN, CONNECTICUT**

The City of Middletown is accepting statements of qualifications from interested urban design/development firms to prepare a concept plan for two (2) blocks within the city's downtown area. Qualification Statements, addressed to the Supervisor of Purchases, City of Middletown, c/o the Purchasing Office, Room 112, Municipal Building, Middletown, Connecticut 06457, will be accepted until **FEBUARY 28TH, 2014 at 3:00 pm** for the following project:

RFQ #2013-033
Urban Design/Development Consulting Services
For Middletown Downtown Area

The City of Middletown, CT is interested in promoting the creation of a vibrant mixed use urban district within its downtown. The district will embody the principles of new **urbanism**, smart growth, sustainability and place making. It will be human scale, pedestrian oriented and to the extent feasible transit oriented.

The design fee will be negotiated on a Lump Sum basis and shall not be opened until after interview process. Firms responding to this request must have design and development experience and must have completed similar projects within the last 5 years within the State of Connecticut. In addition, firms should be of adequate size, and sufficiently staffed to perform the assignment described above.

Qualification Statement forms may be obtained at the Office of the Supervisor of Purchases, Room 112, Municipal Building, 245 DeKoven Drive, Middletown, Connecticut 06457, Monday through Friday between the hours of 8:30 A.M. and 4:30 P.M **for a fee of \$.50 per page**. It is **preferred** that they are downloaded **free of charge on the City of Middletown web site: www.MiddletownCT.gov**. All questions concerning this request must be directed to the office of the Supervisor of Purchases at (860) 638-4895.

Qualification Statements, amendments to or withdrawals of qualification statements received after the time set for the receipt of proposals will not be considered.

Qualification Statements are subject to and must comply with the equal opportunity and nondiscriminatory provisions set forth in the Affirmative Action Plan of the City of Middletown.

Dated: **01/15/2014**
Middletown, Connecticut

Donna Imme, CPPB
Supervisor of Purchases

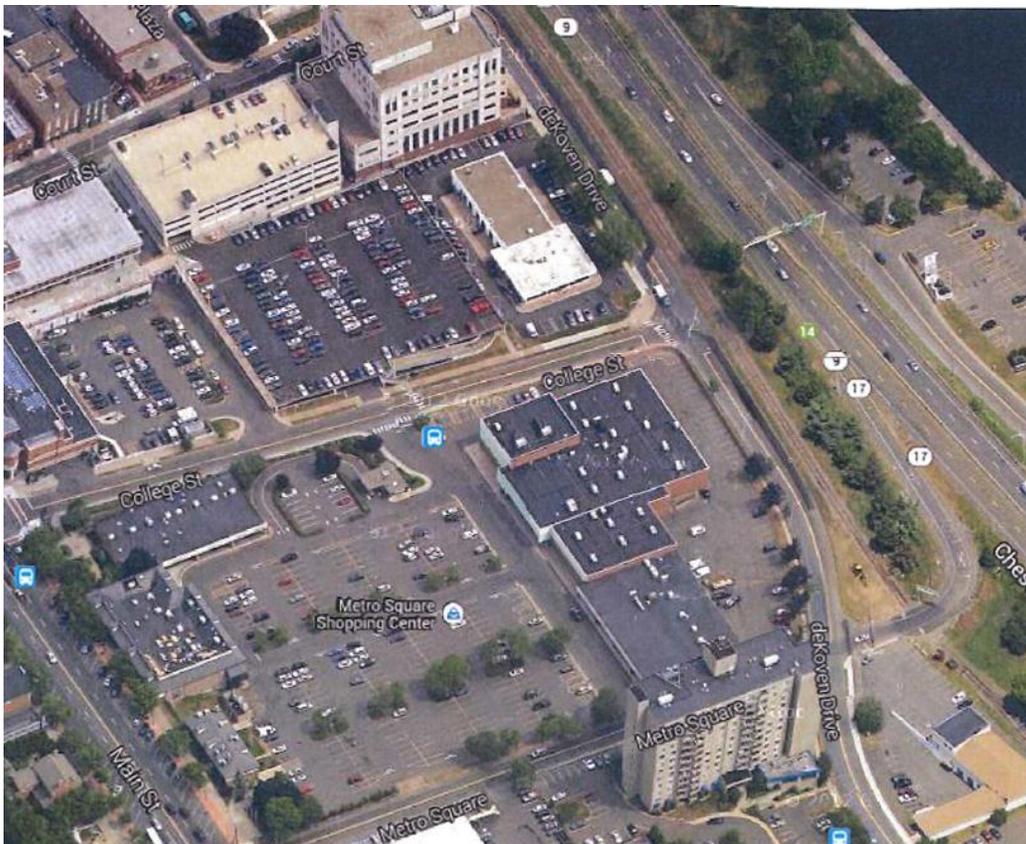
RFQ #2013-033
Urban Design/Development Consulting Services
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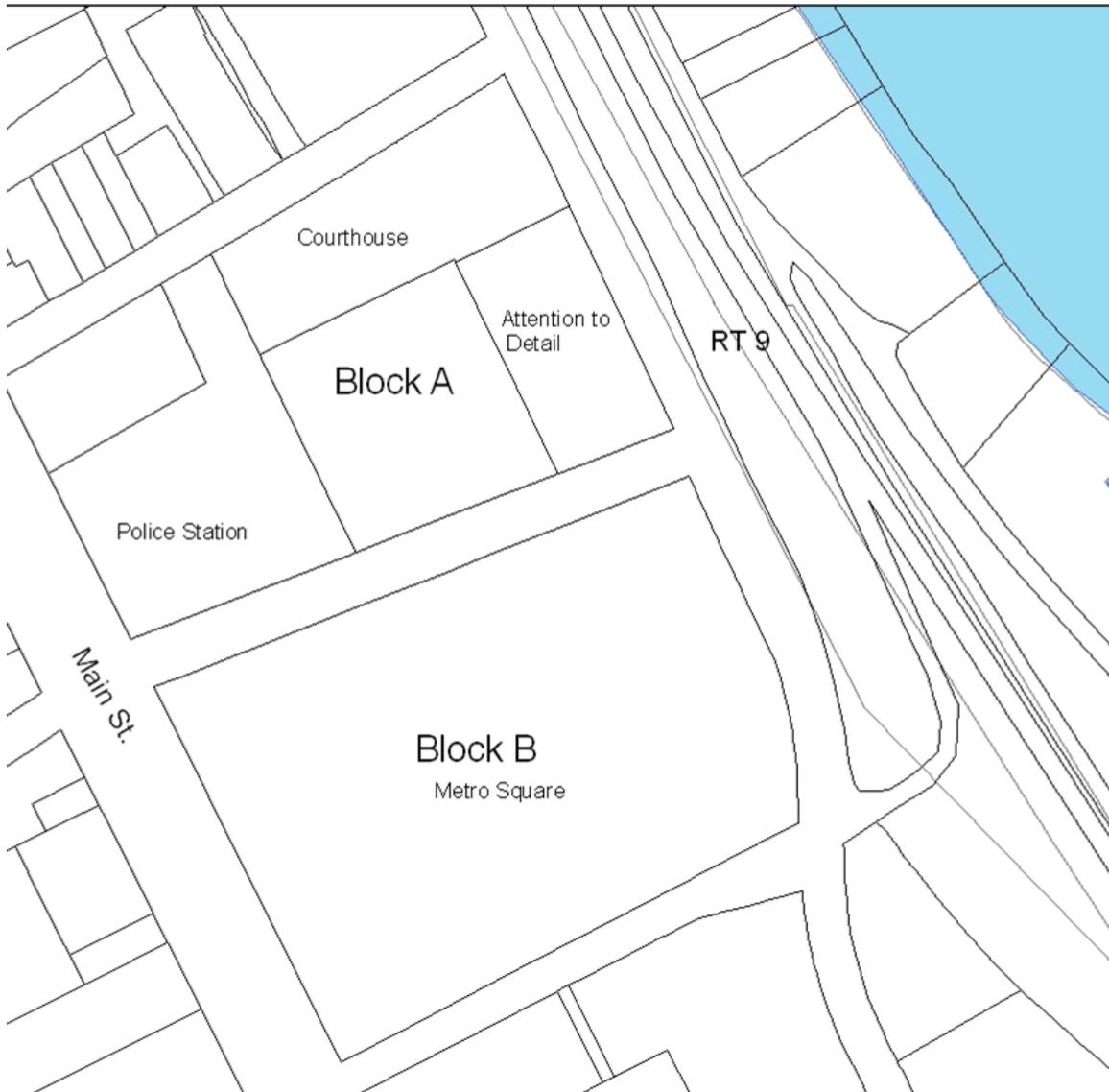
PROJECT DESCRIPTION

The City of Middletown, CT is interested in promoting the creation of a vibrant mixed use urban district within its downtown. The district will embody the principles of new urbanism, smart growth, sustainability and place making. It will be human scale, pedestrian oriented and to the extent feasible transit oriented.

To further such a development the city is accepting statements of qualifications from interested urban Design/development firms to prepare a concept plan for two (2) blocks within the city's downtown area. Both blocks are zoned Central Business (B-1). The B-1 zoning is ideal for and allows the type of high density mixed use development envisioned. The blocks are commonly known as the Courthouse/Police Station block (Block A) and the Metro Square block (Block B). Block A is approximately 3.5 acres and includes a city owned forty eight (48) year old parking deck which has reached the end of its useful life and the city has secured \$6.9 million in federal funding to replace the structure with a new parking garage on the city property. URS is currently designing the garage. The second property on Block A is the Attention to Detail Company located at 195 DeKoven Drive. This property is privately owned and fronts on DeKoven Dr. The owners are aware of this effort and are open to discussing redevelopment options.

Block B is approximately 8 acres and includes the Metro Square shopping center. Metro Square is a revitalized suburban shopping center with a 12 screen movie theater and various other uses. Block B is privately owned and the owner is aware of this effort and open to discussing redevelopment options.





PURPOSE

Retain a high quality urban design/development firm with relevant mixed use urban design and development experience in Connecticut to develop a concept plan for Block A and Block B as described above.

The project will accomplish 3 goals:

- Guide the city's investment in the parking garage;
- Develop a concept plan to set the direction for the eventual private sector development of city land not occupied by the garage and private properties within the blocks;
- Develop a concept plan to be used to promote a public/private partnership between the city, property owners and capable developers.

Elements expected in the study include, but are not limited to:

- Due diligence – physical, zoning, market;
- Creation of a development diagram and key principles that are a result of the due diligence;

- Specific recommendations for the placement and orientation of the proposed parking garage to best support private development;
- Concept plan for the two blocks, including a recommended phasing plan.

Final product would be ten (10) copies of a presentation booklet.

PROJECT TIMELINE

The expected project schedule consists of a selection process, beginning March 3rd, 2014 and ending on or about March 28th, 2014. This will be followed by a three-month study period with monthly reports to the Economic Development Committee.

The final report will be expected no later than June 30th, 2014 unless otherwise extended by the Economic Development Committee. The final report will be presented to: the Economic Development Committee (EDC); a combined meeting of the Downtown Business District (DBD) and the Middlesex Chamber of Commerce Central Business Bureau (CBB) and the Planning and Zoning Commission (P&Z).

CONTENT, FORMAT, AND DEADLINES FOR QUALIFICATION SUBMISSIONS

Emphasis should be on completeness, clarity of content, public participation and conveyance of the information requested by the City of Middletown. The requirements stated do not preclude participants herein from furnishing additional reports, functions, and costs as deemed appropriate. Responses to the RFQ will be expected to have sufficient information to determine that the consultant qualifies for performing such a project, including the following:

1. Letter of Response:
 - Information on the firm(s)
 - Statement by the firm of its qualifications
 - Description on the firm's ability to provide the services
2. Work Program. Please provide:
 - Proposed project timeline
 - Break down the project into tasks
 - Estimated man hours for each task
 - Estimated dates for a preliminary and final reports.
3. Project List:
 - Similar projects completed in the last five (5) years in the State of Connecticut including: address, contact person, telephone numbers, email addresses, and date work completed.
4. Personnel that will be working directly on this project:
 - Names
 - Titles
 - Experience
 - Resumes

5. If work shall be provided by joint venture provide back ground information to include qualifications and experience with a statement regarding their project assignment.
6. Fee proposal
 - Submit fee proposal in separate sealed envelope. Fee will be considered after interview process.
 - In addition, please provide one copy of your submittal in digital/electronic format on a CD-ROM or pen drive. The electronic version of the proposal should be a duplicate of the original hard copy proposal.

ADDITIONAL INFORMATION

1. EXECUTION OF CONTRACT:

The City of Middletown will review qualification statements and interview consultants within thirty (30) days from receipt. An agreement and method of compensation will be negotiated with the selected consultant.

2. EVALUATION AND SELECTION:

The City shall review all qualification statements received and short list to the three (3) most qualified firms. Selected firms shall then be notified in writing. The City shall then interview the most qualified firms.

Firms selected to interview shall prepare an oral presentation not to exceed twenty (20) minutes:

Following approval of the consultant selection, a meeting will be scheduled by the Department at which all parties shall agree upon a detailed Scope of Services and fee proposal format.

3. QUESTIONS:

No oral interpretations shall be made to any respondent as to the meaning of any of these documents or to be effective to modify any of the provisions of this request. Every request for an interpretation shall be made in **writing**, addressed and forwarded to the **Department of Finance, c/o Supervisor of Purchases, Municipal Building, 245 DeKoven Drive, Middletown, Connecticut 06457. Questions may be emailed at purchase@middletownct.gov or sent via facsimile 860-638-1995**

To receive consideration, such questions shall be submitted in writing no later than **Tuesday, February 18th, 2014 by 4:00 pm.**

The Supervisor of Purchases will arrange as addenda, which shall become a part of the contract, all questions received as above provided and the decision regarding each. At least five (5) days prior to the receipt of qualifications, the Supervisor of Purchases will post a copy of said addenda at www.middletownct.gov.

Non-receipt of said addenda shall not excuse compliance with said addenda. **Please note it is the responsibility of each respondent to determine whether any addenda have been issued and if so whether he/she has received a copy of each. All addenda and/or updated information will be posted to**

our city website at www.middletonct.gov. Bidders are required to visit our website to acknowledge all updates and said addenda's.

No alleged "verbal interpretation" shall be held valid. Any addenda issued during the bidding period shall supersede previous information.

4. RECEIPT OF QUALIFICATION STATEMENTS:

Pursuant to the "Invitation to Submit a Qualifications", Qualification Statements for providing services will be received by the Purchasing Department, Room 112, at the time and date set forth therein with the award to be made as soon as practicable thereafter. Qualification Statements received prior to the date set for receipt will be securely kept. Qualification Statements received by the time set for receipt will be opened and recorded by the Supervisor of Purchases at the exact time set for receipt irrespective of any irregularities therein. Respondents and or their representative and any interested public may be present.

Qualification Statements must be signed and acknowledged by the respondent where indicated; submitted in an envelope using the bid label provided.

SUBMISSION OF QUALIFICATION STATEMENTS

1. COPIES REQUIRED:

The Consulting firm shall be required to submit six (6) original copies of their qualifications for these services to the Office of the Supervisor of Purchases by the time and date specified.

Fees for design services shall be negotiated on a lump sum basis following consultant qualification and selection.

METHOD OF SELECTION FOR CRITERIA FOR AWARD

The following factors will be considered by the City of Middletown in evaluating the qualification statements submitted for award. The factors to be evaluated will not necessarily be evaluated in the order in which they are presented but will be appropriately weighted in descending order of importance.

- The technical competence of the firm;
- The firm's experience on similar projects;
- The firm's qualifications and experience of key personnel;
- Reputation of the firm based on references;
- Technical Approach - the firm's responsiveness to meet or exceed the specifications;
- Schedule application/validity - the firm's current workload and ability to provide the services within the time allotted;
- Professional qualifications of the project manager assigned to the project;

GENERAL TERMS AND CONDITIONS

Any prospective respondents must be willing to adhere to the following conditions and must positively state their compliance to them in the request for qualifications.

1. Acceptance or Rejection by the City of Middletown - The City of Middletown reserves the right to accept and or reject any or all qualification statements submitted for consideration to serve the best interests of the City of Middletown. Offerors who's qualification statements are not accepted shall be notified in writing.

2. Ownership of Documents - All qualification statements submitted in response to this RFQ are to be the sole property of the City of Middletown and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).

3. Ownership of Subsequent Products - Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the City of Middletown unless stated otherwise in the RFQ or contract.

4. Timing and Sequence - Timing and sequence of events resulting from this RFQ will ultimately be determined by the City of Middletown.

5. Oral Agreements - Any alleged oral agreement or arrangement made by a consultant with any agency or employee will be superseded by the written agreement.

6. Amending or Canceling Requests - The City of Middletown reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is in the best interest of the City to do so.

7. Rejection for Default or Misrepresentation - The City of Middletown reserves the right to reject the proposal of the consultant which is in default of any prior contract of for misrepresentation.

8. City's Clerical Errors in Awards - The City of Middletown reserves the right to correct inaccurate awards resulting from its clerical errors.

9. Rejection of Qualified Qualification Statements - Qualification statement are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.

10. Changes to Qualification Statements - No additions or changes to the original qualification statement will be allowed after submittal.

11. Contract Requirements - A formal Town/Consultant Agreement will be entered into with the consultant selected. The contents of the proposal submitted by the successful respondent and the RFQ will become part of any contract award.

Town / Consultant agreements will comply with the requirements of Agreement Bulletin 90-8, "Procedure for Consultant of Contracting Engineer Agreements", and Agreement Bulletin 89-1, "Audit Requirements in Consultant Agreements", Agreement Bulletin 89-14, "Liability Insurance", Agreement Bulletin No. 88-11, "Professional Services Liability Insurance", Agreement Bulletin 88-11, "Professional Liability Insurance", and Agreement Bulletin 88-3, "Contract Price Adjustments and Payroll Certification".

12. Rights Reserved to the City of Middletown - The City of Middletown reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions if, in its

judgment, the best interest of the City will be served.

13. Withdrawal of Qualification Statements - Negligence on the part of the respondent in preparing the qualification statement confers no right of withdrawal after the time fixed for the acceptance of the qualification statement.

14. Assigning, Transferring of Agreement - The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement of its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the City.

15. Cost of Preparing Qualification Statements - The City shall not be responsible for any expenses incurred by the organization in preparing and submitting a qualification statement. All qualification statement shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

16. Definition of Terms - For the purpose of this proposal whenever the word "respondent" appears it shall refer to "consultant" and whenever the word "consultant" appears it shall refer to "respondent".

17. Affirmative Action - Demonstration of commitment to Affirmative Action by full compliance with the regulations of the Commission of Human Rights and Opportunities (CHRO).

RFQ #2013-033
Urban Design/Development Consulting Services
For Middletown Downtown Area
SIGNATURE PAGE

Issued 01/15/2014 Reply Date: Friday, February 28th, 2014 at 3:00 P.M.

To: Donna L. Imme, CPPB
Supervisor of Purchases
Room 112, Municipal Building
245 DeKoven Drive
Middletown, Connecticut

We, the undersigned submit our qualifications for consultant services to provide Downtown Urban Design Services for the City of Middletown, Middletown, CT in accordance with the Scope of Services outlined in this request, and as further modified by negotiation, and submit for your consideration the following:

RESPONDENT CHECKLIST

We have submitted the following for your review:

- | | | |
|----|---|-------|
| 1. | Letter of Transmittal | _____ |
| 3. | Summary of Firm's Experience | _____ |
| 4. | Resumes of Key Personnel | _____ |
| 5. | Task Assignment Chart | _____ |
| 6. | Affirmative Action Experience
Summary & Affirmative Action
Policy Statement & Plan | _____ |
| 7. | Submit six (6) Copies of Qualification
Statement (Incorporate all of the requirements
set forth in the section entitled "Submission
of Qualification Statements") | _____ |

Receipt of Addenda is acknowledged:

Addendum No. _____ Date _____

We are submitting the above fee schedule in accordance with your Scope of Services and Proposal Requirements.

We understand that the proposal page must be signed by an authorized agent of our organization to constitute a valid request for proposal.

PLEASE NOTE: All of the information below is REQUIRED. Please do not leave any information blank. Thank you.

Date: _____

Corporation Name (if applicable)

Company Name

Mailing Address:

Payment Address (If different from mailing addr.):

Address

Address

City, State and Zip

City, State and Zip

FEIN NUMBER: _____ -- _____

Type of Organization: _____ **Individual / Sole Proprietor**
(Please Check One) _____ **Limited Liability Company**
_____ **Corporation**

Contact Information

Contact Name: _____ **Title:** _____

Additional Contact: _____ **Title:** _____

Phone Number: _____ **Fax:** _____

Email Address: _____

Website: _____

SIGN HERE: I hereby certify that the above information is correct.

Print or Type Name & Title

Signature

Date

EXHIBIT B – INSURANCE REQUIREMENTS

**RFQ 2013-033
Downtown Urban Designs
Planning, Conservation and Development**

A. GENERAL REQUIREMENTS:

The **CONSULTANT** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **CONSULTANT'S** obligations under this contract with an insurance company(ies) with an AM Best Rating of A- VIII or better licensed to write such insurance in the State of Connecticut.

The insurer shall provide the City of Middletown with original completed **Certificates of Insurance signed by an authorized representative of the insurance company(ies)** prior to purchase order/contract issuance. The **CONSULTANT** also agrees to provide replacement and/or renewal certificates at least thirty (30) days prior to the expiration of each policy.

Such insurance or renewals or replacements thereof shall remain in force during the **CONSULTANT'S** responsibility under this contract.

The **CONSULTANT**, at their own cost and expense, shall procure and maintain all insurances required and shall name the City of Middletown as an Additional Insured on all contracts, except Workers' Compensation and Professional Errors & Omissions coverage. Coverage is to be provided on a primary, noncontributory basis. Upon request, the **CONSULTANT** shall provide a copy of the policy endorsement confirming the additional insured status of all parties required to be named in accordance with the terms of this contract.

In order to facilitate this requirement for insurance, it is recommended that the CONSULTANT forward a copy of these requirements to their insurance representative(s).

B. SPECIFIC REQUIREMENTS:

(1) Workers' Compensation Insurance -

The **CONSULTANT** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits of:

\$100,000 Each Accident
\$500,000 Disease, Policy Limit
\$100,000 Disease, Each Employee

(2) Commercial General Liability Insurance -

The **CONSULTANT** shall carry Commercial General Liability insurance (Insurance Services Offices Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$1,000,000 is required. The Aggregate Limit will be not less than \$1,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

(3) Business Automobile Liability Insurance -

The **CONSULTANT** shall carry Business Automobile Liability insurance (Insurance Services

Office Incorporated Form CA-00001 or equivalent). A combined single limit each accident of \$1,000,000 is required. "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

(4) **Professional Liability Insurance –**

The **CONSULTANT** shall carry Professional Liability Insurance in an amount of not less than \$1,000,000.

C. SUBCONTRACTORS REQUIREMENTS:

The **CONSULTANT** shall require the same insurance that it is required to carry by the City of Middletown to be carried by any subcontractors and independent contractors hired by the **CONSULTANT** and to obtain **Certificates of Insurance** before subcontractors and independent contractors are permitted to begin work.

The **CONSULTANT** shall require that the City of Middletown be named as an Additional Insured on all subcontractors and independent contractors insurance, except Worker's Compensation and Professional Errors and Omissions coverage, before permitted to begin work. Coverage is to be provided on a primary, noncontributory basis.

The **CONSULTANT** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the City of Middletown and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

D. OTHER

- If any policy is written on a "claims-made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of work/service performed under this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.
- The City reserves the right to amend amounts of coverage required and types of coverage provided based on work or service to be performed.

**INSURANCE LANGUAGE
APPROVED AS TO FORM:**

**DAWN M. WARNER
RISK MANAGER**

**November 22, 2013
DATE**

Bid Return Label

Always use Mailing Label below on all packages when submitting bids to the City of Middletown Purchasing Office for clear identification of your bid response.

Official Documents Enclosed:

**RFQ #2013-033 –Urban Design/Development Consulting Services
For Middletown Downtown Area**

Return Date: Friday, February 28th, 2014 at 3:00 pm

**City of Middletown Purchasing Department
Municipal Building Room 112
245 DeKoven Drive
Middletown, CT 06457-**

