

PUBLIC SITE & BUILDING COMMISSION

Clifford J. Hurgin Municipal Center
1 School Street
Bethel, CT 06801

Special Meeting Minutes

Wednesday December 29, 2010

7:00 pm

Bethel Public Library

PRESENT: Chair Scott Perry, Co-Chair Nancy Ryan, Robert Tripi, Jim Lacey, Anthony Giordano, Richard Straiton

ALSO IN ATTENDANCE: Jane Bickford

ABSENT: Tim Draper, David DeSteffano

CALL TO ORDER:

Chair Scott Perry called the meeting to order at 7:07 pm.

NEW BUSINESS:

Library

Chair Scott Perry reviewed background on grants and funding and the resulting priority behind publishing an RFP for "Architectural/Engineering Professional Design Services for the Seelye House Restoration and Renovation and Completion of the 2005 Library Addition". Discussion followed.

Proposed RFP developed by Morganti Company (copy attached) was discussed. (Note: Attached Documents reference on page 10 were not provided for the meeting).

Decision was made that on Page 1 "Issued by: should be changed to read "Town of Bethel Public Site and Building Commission".

Motion made by Nancy Ryan, seconded by Scott Perry "for committee representatives to present the proposed RFP provided by Morganti to the Board of Selectmen at their January 4, 2011 meeting with the change noted above". Vote, all in favor except Richard Straiton who abstained. Motion approved.

RECEIVED

2010 DEC 30 A 9:14

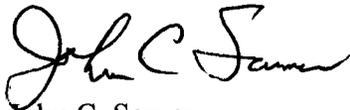
TOWN OF BETHEL
TOWN CLERK

PS&BC Special Meeting Minutes December 29, 2010 Page 2

ADJOURNED:

Jim Lacey made a motion, seconded by Nancy Ryan to adjourn the meeting. Vote, all in favor, motion unanimously approved. Meeting adjourned at 8:05 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "John C. Sarver". The signature is written in black ink and is positioned above the printed name.

John C. Sarver
Recording Secretary

Bethel Public Library

Request for Architectural/Engineering

Professional Design Services

for the

Seelye House Restoration and Renovation
and Completion of the 2005 Library
Addition

Request for Proposal: RFP #2010-001

Proposal due: January 28, 2011, 2PM.

**Bethel Town Hall
1 School Street
Bethel, CT 06801
Attn. Purchasing Agent.**

Issued By:

**Bethel Library Building Committee
189 Greenwood Avenue
Bethel, CT. 06801**

1. Introduction:

The Bethel Public Library Board of Directors [**or Town of Bethel**] is requesting proposals for professional architectural services for the Bethel Public Library project. The primary goal of this project is to complete the second floor of the main library building, renovate the first floor of the main building to include a Community Meeting Room, and a Children's Library and Program Room, and the renovation and restoration of the historic Seelye House according to the conceptual plans of 2007 and modified construction documents of 2004. These documents are included in this RFP package.

This project will be partially funded by a State of Connecticut Department of Economic Development (DECD) Urban Action Grant. The architectural firm selected must comply with DECD guidelines.

This project will be partially funded by a State of Connecticut Commission on Culture and Tourism (CCT) grant. The architectural firm selected must comply with CCT guidelines.

This project will be partially funded by a State of Connecticut State Library (CSL) Construction Grant. The architectural firm selected must comply with CSL guidelines.

This project will be partially funded by a State of Connecticut STEAP grant. The architectural firm selected must comply with STEAP guidelines.

The Phasing Plan we are currently evaluating consists of the following: Phase One - relocating staff, furniture and equipment on the first and second floors of the Seelye House and proceeding with the restoration and renovation of these areas, including restoration of the exterior windows and refinishing of hardwood floors and staircase. This work must be completed by June 30, 2011. [NOTE: Seelye House work includes other things, but may not need to include them here.]

Concurrently, the second floor of the addition will proceed and is expected to be completed by August 30, 2011. [NOTE: Once Seelye House is finished, we only have to have started the 2nd & 1st floor renovations to comply with the state library grant. Start date is same as contract signing date with state library.] Once the second floor is completed, the Adult and Teen Libraries

Red

(including books, shelving, furniture and equipment) will be relocated to this area from the first floor and from the basement of the Seelye House. Renovation work can then proceed on the first floor. The work on the first floor is expected to take two to three months.

There are a number of grants secured for this project. One grant associated with the restoration and renovation of the Seelye House has a stipulation that this work be completed by June 30, 2011. This excludes the work associated with the HVAC in the Seelye House.

2. Historical Background:

The history of the Bethel Public Library has been characterized by growth to meet expanding needs of the community it serves. The library was established in 1909 with an ordinance that established the Bethel Public Library.

In 1914 the Seelye family bequeathed the family homestead to the town. The town is to hold the house and surrounding land in perpetuity for library purposes and as a perpetual memorial to the late Seth and Abigail Seelye.

In 1954 the old house was renovated and by July 1962, the library had grown to 14,000 volumes. In 1967, a two story, 6000 square foot addition was put onto the Seelye House. During 1983-1984 the building was again renovated to correct fire code issues.

In 2004, the 1967 addition was demolished and a new 24,000 square foot addition was added to the Seelye House. For budget reasons the second floor of the new addition was left unfinished. The newly renovated library opened in July 2005.

3. Design Elements

The Library Board wishes to preserve as much of the character of the original home as possible on the interior, while still incorporating the technology necessary to operate a modern library. The new addition is large enough to accommodate the major services leaving the Seelye House reserved for services and functions requiring less foot traffic. Incorporated in this RFP is "Bethel Public Library Building Program 2007". This document outlines the current facilities and general design objectives and requirements of this building project. Please note that this

document needs slight revision, i.e. Tech Lab no longer in Seelye House, Quiet Study Room eliminated, etc. The selected Architect shall provide a Schematic Design reflecting these revisions for approval to the Bethel Library Building Committee.

4. Scope of Work:

The intent of this Request for Proposal (RFP) is for the design, engineering and administrative services to complete this project on time and under budget. The form of agreement between the Town and Architectural Firm will be AIA B141- ??? as modified by the Town. This agreement will be the basis of scope of work. In addition and/or for clarification of this agreement the following is a summary of deliverables.

Deliverables:

Architectural, Engineering (Mechanical, Electrical, Plumbing, Sprinkler) cost estimating, interior design, and all other design services required for the completion of the project. These services shall hereafter be referred to as the "Architect".

The Seelye House portion of the Bethel Public Library is listed on the National Register of Historic Places. Therefore, the design must be consistent with the Secretary of the Interior's Standards for Rehabilitation.

The Architect must have an individual assigned to the project that meets the standards specified in the Secretary of the Interior's Historic Preservation Professional Qualification Standards.

The Architect shall provide a revised Schematic Design based on the above information and cost estimate, 100% design development and cost estimate, 100% construction documents and cost estimate. The Architect is responsible for designing this facility to the allotted budget. Any cost to redesign to meet the allotted budget requirements shall be at the Architect's sole expense.

The Architect shall work with the Construction Manager and the Bethel Library Building Committee (the Committee) to phase the project to accommodate the Town of Bethel Public Library. All elements of the design shall be incorporated into the approved phasing plan, including heating, life safety, and library program requirements.

The Architect will make presentations of the design to town officials, boards/committees and public hearings in order to secure necessary permits and approvals.

The Architect will convene pre-construction meetings to review designs and coordinate with construction administration. Pre-Construction meetings are to be held at the Bethel Public Library.

The Architect shall prepare an RFP for the Construction Manager at Risk Services.

The Architect is to provide administration of the contract during the construction phase.

The Architect is to provide site visits at a minimum of once per week and keep the Committee informed of the progress and quality of work.

The Architect is to review and certify Construction Manager's applications for payment.

The Architect is to review and approve, or take other action, upon contractor submittals, and requests for information within five working days.

The Architect shall prepare change orders and construction directives for Committee approval.

The Architect shall conduct reviews to determine, with the Committee's approval, the dates of substantial completion.

Upon completion of construction, the Architect shall perform final inspections and advise the Committee of any necessary work to satisfy the contract terms. The Architect shall review as-built drawings prepared by the contractors and when satisfied with their accuracy and completeness, shall endorse and submit such drawings to the Committee.

5. Proposal /Evaluation Criteria

The Architect must submit a one page cover letter describing why your firm is the most qualified for this project, your capacity and capability to perform, and your commitment to design this project to the budget in the timeframe required.

led

The Architect must be a registered architect in the State of Connecticut and must be familiar with Connecticut Public Construction Laws and Codes.

The Architectural firm must employ a Preservation Consultant who must be licensed in the State of Connecticut, and must be qualified as determined by the Connecticut Commission on Culture and Tourism.

A list of ALL public projects undertaken in Connecticut within the past 5 years and any other similar project described in this RFP shall be submitted including a brief description of the projects, their forecasted budget and actual cost.

This proposal must include references for 5 similar projects completed within the past 5 years. Include contact names, addresses, and phone numbers. Indicate the individuals on your staff who had responsibility for each project.

The Architect must submit a copy of its organizational chart for this project. The organizational chart is to include the proposed team, their names, their roles and a summary of their man-hours to be worked on this project. Also indicate which person(s) assigned to this project are key personnel. Key personnel represent staff member(s) who are an integral part of your team and their professional contribution is critical to the success of this project. Key personnel must be assigned to this project and cannot be removed without written authorization from the Owner. The selected architectural firm will assign one qualified individual, who will be the firm's contact person responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of the project. The designated contact person must be indicated on your organizational chart.

The Architect must submit resumes for all key personnel assigned to this project.

The Architect must submit a resume and appropriate background information for the Historic Preservation Consultant assigned to this project. This person must meet the standards specified in the Secretary of the Interior's Historic Preservation Professional Qualification Standards. This person must meet the qualifications required by the Connecticut Commission on Culture and Tourism.

The Architect must provide the names of all consulting firms, the proposed staff and their relevant experience.

The Architect must submit a schedule of deliverables. The proposed schedule is to include the following minimum activities: a listing of required permits, selection of CM@R activities, Owner required items (i.e. grants secured milestones, approve design phases and budget, approve FF&E...), duration of schematic design and cost estimate, 100% design development and cost estimate, 100% construction documents and cost estimate, bid phase, award, notice to proceed date, both overall construction duration and location/ phase construction duration. Please note, the Architect must include additional activities based on its prior experience in Library work.

The Architect must provide information concerning any suits filed, judgments entered or claims made against your firm during the last five (5) years with respect to architectural services provided by your firm, or any declaration of default or termination for cause against your firm with respect to such services. In addition state whether during the past five (5) years your firm or your proposed consultant(s) has been suspended from bidding or entering into any government contract.

[Town will have to confirm insurance clause.]

red

Insurance:

The selected Architect shall be required to furnish a Certificate of Insurance ensuring the following insurance coverage within five (5) days of receipt of Notice of Selection. Failure to maintain insurance coverage as required and to name the Town of Bethel and the selected Construction Manager as the Additional Insured will be grounds for termination of the contract.

1. Commercial General Liability Insurance

The Architect shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured

contract (including the tort liability of another assumed in a business contract).

2. Commercial Automobile Liability Insurance

The Architect shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

3. Worker's Compensation Insurance

The Architect shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers.

Liability Insurance as follows:

Bodily Injury by Accident - \$100,000 each accident

Bodily Injury by Disease - \$500,000 policy limit

Bodily Injury by Disease - \$100,000 each employee

4. Umbrella Liability Insurance

The Architect shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage. *red*

5. Professional Liability Insurance

The Architect shall provide Professional Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate.

Each Policy of Insurance, with the exception of Professional Liability and Worker's Compensation Policies shall include a waiver of subrogation in favor of the Town of Bethel and shall provide no less than thirty (30) days notice to the Town in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile and Umbrella Liability shall name the Town of Bethel and the selected Construction Manager as an additional insured.

Certificates of Insurance, acceptable to the Town of Bethel shall be delivered to the Town prior to the commencement of the work and kept in force throughout the term hereof.

The above insurance requirements shall also apply to all sub-consultants and/or subcontractors to the Architect and the Architect shall not allow any sub-consultants and/or subcontractors to commence work until the sub-consultants and/or subcontractors insurance has been so obtained and approved.

Indemnification:

The Architect shall indemnify and hold harmless the Town of Bethel and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from the performance of the work.

Cost Proposal:

A cost proposal addressing the elements of the work to be performed is to be included in your submission. This proposal shall be in sufficient detail, including but not limited to staff, number of hours, unit hourly rates, total labor cost, insurance, travel cost, consumables, copying, and miscellaneous costs.

The Architect shall indicate any and all costs that are considered necessary for the completion of the project.

The Architect is to base its fee on the enclosed drawings and an estimated construction budget of \$2,000,000.00 with a construction duration of 6 to 8 months. The Cost Proposal shall be in a percentage of the budget format stating the value of all inclusive costs for all services required.

The Architect must submit its Cost Proposal in a sealed envelope that shall be clearly marked "**Bethel Public Library Architectural/Engineering Services Proposal**" Attn: Purchasing Agent Town of Bethel.

Proposals must be signed by an Officer of the Architectural Firm. Unsigned proposals will not be considered. Proposals are valid for 90 calendar days from the proposal due date.

Submission of Proposal:

An original and 6 copies of the proposal must be submitted no later than January 28, 2011, 2:00 p.m. to:

Bethel Town Hall
1 School Street
Bethel CT. 06801
Attn: Purchasing Agent Town of Bethel

6. Estimated Schedule of Events:

1/10/11 Issue RFP. [The RFP must be sent to DECD for approval before posting.]

1/17/11 Walk-through at Bethel Library at 2:15 PM.

1/18/11 Questions due. Written questions only via E-mail to { rtripi@comcast.net ?? }

1/24/11 Questions answered. Via E-mail only.

1/28/11 Receipt of Proposals at 2:00 PM Bethel Town Hall

2/04/11 Selection Committee to notify selected proposers for interviews.

Week of 2/07/10 Conduct interviews.

2/15/11 Selection completed, contract completion.

7. Additional Terms and Conditions: [Confirm language with Town]

red

THE TOWN OF BETHEL RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN OF BETHEL. The Town of Bethel may elect to meet with any, all or none of the Architects prior to selection to clarify their proposal. The Town of Bethel reserves the right to reject any or all of the proposals submitted. The Town of Bethel reserves the right to negotiate the cost of this proposal and to award the work to a firm other than the firm with the lowest cost, if it is in the best interest of the Town. Any associated cost incurred in the preparation or submission of this proposal is at the sole expense of the proposer.

Attached Documents:

- Bethel Public Library Building Program 2007 (61 pages total)
- Section II: Detailed Project Description
- Drawing A001
- Drawing A002
- Drawing A-110
- Drawing A-210
- Historic Architecture (3 pages total)

NOTES ON LEED: We are looking into complying with some LEED standards particularly for paint, carpet, windows, lighting. We're looking into grants and/or rebates for these.

red

LMR 2-22-10