

LEGAL NOTICE
Needs and Assessment Committee
Branford Fields and Recreation Space
Request for Qualifications

The Town of Branford intends to contract for the services of a Professional Design firm to provide services for a comprehensive **Athletic Facilities Strategic Plan**.

Firms interested in being considered for a contract to provide the required services should reply with a Statement of Qualifications and Proposal no later than 3:00 pm local time on Thursday, May 12, 2022. Statements received after this deadline will not be considered.

Firms desiring a Request for Statement of Qualifications RFQ package may obtain such documents from the Town of Branford website www.branford-ct.gov or from:

Tyechia Pettway, Purchasing Clerk
P.O. Box 150
1019 Main Street
Branford, CT 06405

The Town of Branford reserves the right to reject any or all Statements of Qualifications and Proposals, or waive defects in same, if it deems such to be in the best interest of the Town of Branford.

No fee proposals will be received or accepted with the qualification package at this time. The Fields Assessment & Needs Committee will review all respondents, interview some or all respondents, and create a shortlist. The shortlisted firms will be asked to provide a cost proposal for their plan.

Town of Branford
Needs and Assessment Committee
Branford Fields and Recreation Space
Request for Qualifications

The Town of Branford, CT is seeking qualifications from qualified design firms for a comprehensive **Athletic Facilities Strategic Plan**. The Town will fund the work to assess current school fields and park properties that provide critical outlets for athletic competition and recreational enjoyment for all residents (youths and adults) of the community.

It is important to note that recreational needs relate to not only the sports/athletic programs that make use of them, but also to passive recreational pursuits like walking trails, fishing locations, community gardens, and activities by individuals not aligned with a specific organization. In addition, we must consider that recreation is multi-generational, and the final Strategic Plan will identify strategies for improving recreational opportunities for all ages.

As demand for available recreational resources increases, pressures mount to establish and maintain recreational venues in good condition, and to offer a sufficient number of facilities to support the desired level of use, as well as provide gender equity for athletics. This strategic plan proposes preferred renovation designs at each of the Town properties that will improve these conditions. The plan shall also take into account the Town owned undeveloped land, propose development designs for these areas in a sustainable manner that preserves the environmental integrity of our community. This strategic plan will serve as a guide for the future development of park and recreation properties, as well as a tool to secure funding from various private, Municipal, State, and Federal sources.

Some specific requirements to be undertaken are as follows:

- Compilation of base maps and plans suitable for the development of all conceptual design plans for each of the properties being considered.
- Demand analysis—defined service area and populations served, regional and local trends and projections, competing uses of fields.
- Existing conditions analysis—facilities town-wide at schools and public parks. Assess existing usable area and potential for expanded uses on each property. Use standard methodology for grading, evaluating, and comparing fields.
- Review of existing maintenance issues and roles/responsibilities—interview Schools, Parks and Recreation Department, Department of Public Works, and youth sports program leaders to learn of roles and conflicts.
- Development of at least three concept plans for each major field redevelopment opportunity and associated cost estimates.

- Public meetings: lead a sufficient number of public forums to present analysis and plans, and to receive public comments. Attend four additional meetings with the Fields Assessment & Needs Committee as working sessions to review and discuss project materials.
- Development of phases and strategies for 5-10 year build out of each concept plan.
- Identification of funding sources (local, private, State, Federal) and alternatives.
- Development of maintenance plan (roles/ responsibilities) and life cycle costs. Address the impact of dog walking.
- Access and parking to facilities—identify barriers and make recommendations for improved access, including possible offsite locations.
- Development of a base environmental plan – identify the potential of environmental analysis, requirements, and/or impact (adverse or positive) within each conceptual plan.
- Identification and evaluation of benefits and consequences of installing artificial turf or using natural grass/sod for active recreation fields.
- Development of recommendations for operating and capital budgets, including identification of resources needed to support concept plans (fields, playgrounds, etc.),
- Incorporation of community amenities but not limited to: accessible trails/paths, passive recreation areas, and picnic areas.
- Revenue generating potential of facilities, including cost/benefit analysis of tournament ready project versus alternative designs.
- Assessment of the need for materials and equipment storage, including identification of future space needs at each location.
- Assessment of the need for field lighting, spectator seating, restrooms, and irrigation at each location.
- Security—identify possible issues and solutions for inappropriate use of fields after hours or by unauthorized users.
- Development and reproduction of the final, finished preferred strategic plans.

A list of properties likely to be considered is attached as Exhibit ‘A’.

The RFQ shall be published April 18, 2022. Proposals shall be due Thursday May 12, 2022 at 3:00 pm eastern standard time. Proposals received after this deadline will not be considered.

The respondents to the RFQ shall be prepared to meet with the Fields Assessment & Needs Committee within 2 weeks of the due date. The Fields Assessment & Needs Committee will review all respondents, interview some or all respondents, and create a shortlist. The shortlisted firms will be asked to provide a cost proposal for their plan.

The planning process should commence by May/June 2022, with conceptual drawings and estimates ready by Fall of 2022 in order to seek funding for any selected projects.

RFQ Submission Requirements:

Please answer the questions providing information in your submission:

1. Provide the following information:

- Name of firm
- Complete address
- Contact person
- Telephone number
- Fax number
- Internet address
- E-mail address

2. Provide a General Statement of Qualifications that responds to the project information given above.

3. Personnel

- List the professional and support positions and number of personnel in each position.
- Provide an organizational chart, including resumes of all personnel who would be **committed** to this project. Provide specific information as to their experience on projects similar to this one.
- List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

4. Ballfields, Parks, and Recreational Facility Design

- Submit a list of all related projects your firm currently has in progress and the status of each.
- For your last three parks and recreation projects or school related sports facilities provide the following:
 - Name of project
 - Client contact
 - Owner's total initial budget
 - Total project cost
 - Number of change orders
 - Total cost of change orders
- List three of your firm's projects that closely relate to our request and the project personnel, including consultants, for those projects.
- Describe the exceptional features designed by your firm.

5. Legal Concerns

- Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company in the last 10 years by any client or any of the same you have filed.

6. General Requirements

- The Town reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed to be in the best interest of the Town of Branford.
- The consultant shall at all times observe and comply with all laws, ordinances and regulations of the federal, state and local governments, which may in any way affect the preparation or the performance of the contract.
- Price quotes, when requested, must be valid for **90** days.
- The Board of Selectmen, or a majority of them, reserve the right to select or reject alternate proposals; to waive informality in proposals; and to reject any and all proposals, or accept such proposal as shall in its judgement be to the best interest of the Town of Branford.
- Each firm must be in good standing with the Town of Branford.
- In order to enter into a contract, Insurance is required as described herein.
- The consultant shall, at all times, indemnify and save harmless the Town of Branford, its officers, agents, and servants on account of any and all claims, damages, losses, litigation expense, counsel fees and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons affected by the consultant's work, or by the consultant, any subcontractor, material, men or anyone directly or indirectly employed by them or any one of them while engaged in the performance of this contract. The Town of Branford shall be named as an additional insured on said policy of public liability insurance to cover all claims against the Town arising out of said contract.
- All proposals submitted become the Town's property and will not be returned to proposers.

7. Submission Requirements

- Submit 4 hard copies of your qualifications and a digital pdf file on either CD or USB flash drive.
- Submissions are due by 3:00 pm Thursday, May 12, 2022.
- **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 RFQ as modified by the addenda.**
- **Response Page.** Respondent must submit a filled-in and signed Response Page (See Attachment A) with its response to this RFQ.
- **Non-Collusion Affidavit.** Each firm must complete and have notarized the "Non-Collusion Affidavit of Bidder" form (See Attachment B). This form must accompany all proposals being submitted.

Questions regarding this RFQ should be directed to the Town Engineer in writing or by email at jhoefferle@branford-ct.gov. **The Town Engineer must receive any questions from proposers no later than April 29, 2022.** The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFQ and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website.

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 RFQ, and no proposer shall rely on any alleged oral statement.

**ATTACHMENT A
RESPONSE PAGE**

**Branford Fields and Recreation Space
Request for Qualifications**

Date Advertised: April 18, 2022

Date / Time Qualifications Due: Thursday, May 12, 2022 at 3:00 PM

Type or Print Name of Officer

Name of Firm

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Authorized Officer

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E-mail Address

ATTACHMENT B
NON-COLLUSION AFFIDAVIT

State of: _____

County of: _____, SS)

_____ ; being first duly sworn, deposes and says that:

- 1) S/he is (owner, partner, officer, representative or agent) of _____, the Bidder that has submitted the attached Bid:
- 2) S/he is fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid:
- 3) Such Bid is genuine and is not a collusive or sham Bid:
- 4) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage with the Owner or any person interested in the proposed Contract.
- 5) The price quoted in the attached Bid is fair and proper and is not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest.

Signed: _____

Title: _____

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

Notary Public: _____

My Commission expires, _____, 20____.

Town of Branford Professional Services – Insurance Requirements

Contractor/Vendor shall agree to always maintain in force during the contract the following minimum coverage and shall name the Town of Branford as an Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A"-VIII.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Excess/Umbrella Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Cyber Liability ⁽¹⁾	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation and Employers' Liability ⁽²⁾	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two years from the completion date of 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) years from the completion date.

Original, completed Certificates of Insurance must be presented to the Town of Branford prior to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any policy be cancelled for nonpayment of premium, 10 days written notice must be provided to the Town. Should any of the policies be cancelled for other reasons, limits reduced or, coverage altered, 30 days written notice must be given to the Town.

Notes

- (1) Cyber Liability is required if Contractor is on Town's network or houses Town information on their network.
- (2) Workers Compensation is required if employees come onto Town property.

Branford Fields and Recreation Space

EXHIBIT A

MBL	OWNER_NAME	LOCATION	ZONING	LAT	LON	SCRCOG Land Use
E09/000/003/00027	BRANFORD TOWN OF	19 MELROSE AVE	R3	41.26645402	-72.80957645	Open Space
F09/000/006/00012	BRANFORD TOWN OF	TABOR DR	R3	41.26798747	-72.79809652	Residential
F08/000/008/00005	BRANFORD TOWN OF	48-86 TABOR DR	IG-2	41.27265159	-72.79439788	Open Space
G07/000/002/00001	BRANFORD TOWN OF	185 DAMASCUS RD	R4	41.28418586	-72.78260825	Open Space
C04/000/002/02.30	BRANFORD TOWN OF	15 AUTUMN RIDGE RD	R4	41.30033148	-72.82699252	Open Space
G03/000/001/010.3	BRANFORD TOWN OF	50 FLAX MILL RD	R-5	41.30502451	-72.78075772	Open Space
B08/000/003/00011	BRANFORD TOWN OF BFD HILLS PK	68-88 BURBAN DR	R1	41.27314291	-72.84607638	Institutional
E08/000/001/00002	BRANFORD TOWN OF CMMNTY CNTR	30-48 CHURCH ST	R1	41.27762163	-72.81150924	Open Space
F06/000/005/00001	BRANFORD TOWN OF HIGH SCHOOL	185 EAST MAIN ST	BL	41.2870457	-72.80071545	Institutional
E09/000/015/00004	BRANFORD TOWN OF INDIAN NK SCH	99 INDIAN NECK AVE	R-3	41.26709721	-72.80646835	Institutional
F09/000/005/00003	BRANFORD TOWN OF LAND FILL	100 TABOR DR	R3	41.26794386	-72.79547128	Open Space
D05/000/004/00005	BRANFORD TOWN OF MARY T MURPHY	8-32 BRUSHY PLAIN RD	R4	41.29371244	-72.82066616	Institutional
F07/000/003/00012	BRANFORD TOWN OF MARY TISKO SC	118 DAMASCUS RD	R4	41.28454485	-72.79024804	Institutional
D10/000/002/00026	BRANFORD TOWN OF PARKER MEM PK	20 HARBOR ST	R3	41.26264033	-72.82289259	Open Space
D05/000/004/008.6	BRANFORD TOWN OF PATTY'S PARK	55 PARISH FARM RD	R-4	41.29309905	-72.82159983	Residential
D04/000/001/00025	BRANFORD TOWN OF SOCCER FIELD	BRUSHY PLAIN RD	R-4	41.30045083	-72.82321415	Open Space
J09/000/001/00003	BRANFORD TOWN OF VACANT LAND	THIMBLE ISLANDS RD	R3	41.27025837	-72.75486749	Open Space
G08/G09/004/00002	BRANFORD TOWN OF YOUNGS POND	60-100 BLACKSTONE AVE	AA1	41.27203664	-72.7779629	Open Space