



*City of Bristol
Animal Control Building Committee*

INFORMATION TO ACCESS THIS MEETING

<https://bristolct-gov.zoom.us/j/83349225885?pwd=I8X9W6lXzHegL89wFWZNVM9MVotXte.>

1

Meeting ID: 833 4922 5885

Passcode: 123456

A special meeting of the Animal Control Building Committee will be held on Monday, June 2, 2025, at 5:00 PM. in Council Chambers 111 North Main St, Bristol, CT 06010.

AGENDA

1. Call to Order
2. Discussion of the Request for Proposals developed to select a design team for the project and take any action as necessary
 - a. Draft Request for Proposals
3. Adjournment

PER ORDER OF THE CHAIRPERSON
Lindsey Rivers



Request for Proposals 2P25-056

The City of Bristol is accepting qualifications and proposals for the following:

Architectural/Engineering Services Relative to Renovation of Commercial Building Toward Use as Municipal Animal Control Facility

All submissions must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Department
111 North Main Street
Bristol, CT 06010

Submissions will be received until **1:00 pm, June 12, 2025**.

Roger D. Rousseau
Purchasing Agent, City of Bristol
Tel. (860)584-6195
Fax (860) 584-6171
rogerrousseau@bristolct.gov
<http://www.bristolct.gov/bids>

RFP 2P25-056
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**Request for Proposals 2P25-056
City of Bristol, Connecticut**

**Architectural/Engineering Services Relative to
Renovation of Commercial Building Toward Use as
Municipal Animal Control Facility**

I. PROJECT SPECIFICATIONS

I.1. INTRODUCTION

The City of Bristol, operating on behalf of its Police Department as the governing body for the Animal Control operations, is seeking to replace an existing aged animal control facility on Vincent P Kelly Road with a larger facility, and has acquired a 10,600 square foot commercial building on a 2.69 acre land parcel at 30 Cross Street for use toward facility replacement. The project consists of renovations to the building and site to increase capacity and space, to accommodate increased need for services to the community. The primary objectives of the project are indicated below:

1. Construct a facility that meets the regulatory guidelines outlined in C.G.S. 22-336-1 through 22-336-43.
2. Increase efficiencies and improve office space for citizens and city staff utilizing the building.
3. Provide suitable mechanical systems (heat, air conditioning and potable water and sanitary facilities)
4. Accommodate handicap accessibility to and within the building.
5. Provide for adequate security and technology capacity.

The goal is to provide a state-of-the-art building for the Bristol community that is designed to meet today's needs and is designed in a manner that is resilient and sustainable to meet the City of Bristol's future demands.

The City of Bristol (the "City") is accepting qualifications, and proposals inclusive of fees, from architectural and/or engineering firms (herein referred to as "design team") determined to be qualified for the work, which shall be responsible for provision of all efforts relative to design, inclusive of associated construction administration services, toward completion of the project noted above. The intent of this request for proposals is to select a design team that will be awarded a contract for such services relative to this project.

Interested firms are advised that the Bristol facility accommodates the needs for both Bristol and Plymouth. The potential exists for the facility to accommodate the needs for other adjacent communities; this will not impact the overall sizing requirements for the facility.

The City anticipates a total project budget of \$2,800,000.00, inclusive of all soft and hard costs but exclusive of land acquisition costs, for completion of renovations. The City of Bristol has applied for a grant.... Any contract resulting from this solicitation, as well as any subsequent construction contracts, are subject to the requirements of the granting agency.

The City anticipates construction to be performed via competitive bidding to general contractors. The design team will have primary responsibility for cost estimating through all phases.

The City Council has created a Building Committee for the project, and the selected design team will report to and operate under the authority of the Animal Control Building Committee.

I.2. SITE CONSIDERATIONS

1.2.1 - 126 Vincent P Kelly Road

The existing animal control facility (“ACF”) at 126 Vincent P Kelly Road is at the rear of a larger land parcel commonly known as 75 Battisto Road (accommodating the Water Pollution Control Facility) zoned for industrial use (“I”), which has 500 feet of frontage along Vincent P Kelly Road. The ACF occupies approximately 0.25 acres of that parcel. In addition to the ACF, the remaining frontage to the road consists of parking for the ACF as well as for the Public Works Facility at 95 Vincent P Kelly Road. The existing building, constructed in 1977, has been determined to be insufficient due to both its existing condition and its capacity to accommodate the needs of the operation.

1.2.2 - 30 Cross Street

The building at 30 Cross Street was constructed in 1980 of mason block for commercial use, and has gone through a variety of owners and uses; its use prior to acquisition by the City was as a dog daycare operation, from 2017 to 2024. Indications are that a new facility warrants development of approximately 9,000 square feet; the building at 30 Cross Street is a 10,600 square foot facility.

Please note that the facility is of sufficient height to potentially warrant renovation of the facility to a two-story structure, to both provide for additional square footage as well as to potentially mitigate treatment of large air spaces with constructed facilities.

Additionally, the Bristol Police Department may seek to utilize a portion of the exterior property for vehicle storage or other activities (retired vehicles and impounded vehicles are currently stored at another site).

1.2.3 - Anticipated Facility Requirements

The following considerations are to be included in the design and subsequent reuse of the new property for use as a new facility:

- Sally port for animal intake
- Capacity for 35 dog cages and 30 cat kennels
- Dog relief area
- Housing capacity for other types of animals
- Minimum 6” floor drains in cage/kennel areas
- No (or minimal if required) emergency lights; silent latches for cat rooms
- Sinks at all kennel doors
- Dishwasher in each room with animals
- Eye wash station in water faucets in each room with animals
- Separate incoming/adoptable entrance
- Public bathroom near adoption area
- Quarantine area with separate entrance
- Sufficient storage space for equipment, food, supplies, records, etc.
- Office space for Animal Control Officer (“ACO”), with separate bathroom for ACO inclusive of shower

Lockers for ACO items
Radiant heat and air conditioning
Emergency generator suitable for carrying full building load
Outside dog play area- concrete pad for hygiene purposes, with shaded areas
High pressure water for cleaning
Exterior power/water
Full compliance with C.G.S. 22-336-13 through 22-336-43 Regulations Concerning Dog Pounds
Room access to be controlled by key fob/card
Adequate insulation and sound abatement

1.2.4 - Utility Considerations

The building at 30 Cross Street is supported by 2" domestic water service, and by 6" fire protection water service line.

The building is connected to 2" natural gas service via Eversource.

There are two electrical services for the building: an aged 800-amp 208V 3-phase service, and a newer (2017) 400-amp 480V 3-phase service.

Information on the existing building and utilities cited herein are further described in a report provided by Phase Zero Design dated September 18, 2024.

The City operates and maintains a fiber connection between its City buildings for data connectivity; there is a fiber connection that passes Cross Street via the connection to the Public Works Transfer Station located at 685 Lake Avenue; it is expected that design for use of this fiber connection for network connectivity purposes shall be part of this contract.

1.2.5 - Environmental Considerations

The Naugatuck Valley Council of Governments ("NVCOG") commissioned a Phase 1 report for the property at 30 Cross Street on behalf of the City, prepared by Freeman Companies and dated August 27, 2024. Subsequent to completion of this report, the City commissioned a Phase II environmental site assessment. A summary of findings is provided via letter dated December 6, 2024 from Freeman Companies. It is not expected that there will be any impact on construction activities, based on findings in the Phase 1 report and the subsequent letter of findings.

I.3. SCOPE OF SERVICES

The scope of services is generally defined as noted below.

1. Review of existing documentation / reports / plans / budget / meeting minutes/ etc.
2. Visual inspection to confirm existing site conditions.
3. Meet with City personnel to review project scope, existing conditions, budget, concept plans, and construction duration.
4. Provide direction and support to City staff toward application of land use permits made necessary by this project (i.e. City will make formal application, the selected firm shall coordinate any necessary efforts needed for said application).
5. Proposal shall include at minimum a monthly meeting with Building Committee and relevant staff, for the duration of the project; for the purposes of providing a proposal, firms shall assume twelve (12) months of construction to accommodate construction.
6. Additionally, the proposal shall include all meetings with City Boards and Commissions necessary for completion of the project, which may include the following: Planning Commission, Zoning Commission, and the Board of Police Commissioners.
7. Prepare a preliminary engineering/architectural report that shall include the following:

- i. Project schedule indicating design, bidding, and construction schedule
 - ii. Conceptual budget
 - iii. Areas of concern associated with schedule, budget, and/or project objectives, along with recommendations to mitigate the above potential issues
 - iv. List of anticipated drawings and specifications, including need for special contract provisions to meet project objectives.
8. Prepare all designs in accordance with current IECC energy code requirements. Prepare applications on behalf of the City for rebates/credits offered from utilities for inclusion of energy efficient equipment and systems.
 9. Coordinate constructability, feasibility and cost estimating during all phases of the design.
 10. Evaluate value engineering considerations, potential substitutions and other potentially cost saving alternatives.
 11. Evaluate energy saving and/or other “green” alternatives.
 12. Meet with representatives of the City’s Fire Marshal’s Office and the Building Department prior to 90% completion of documents, to ensure that preparation of plans and specifications are compliant with applicable codes (i.e. plans and specifications shall ensure that completion of construction work will satisfy all requirements for the issuance of a permanent certificate of occupancy).
 13. Secure approval of the State of CT Department of Agriculture.
 14. The City reserves the right to forward documents to a third-party reviewer to ensure that plans comply with building provisions and to reduce construction change orders.
 15. Provide a full A2/topography survey map and accommodate site plan approval in conjunction with the Public Works Department.
 16. Prepare construction documents suitable for competitive public bidding. Construction documents shall include plans (project drawings) and specifications (project manual). The specifications shall consist of general and special conditions, bid forms, and technical specifications. The design team shall submit materials for City review at SD, DD, and CD stages of development, inclusive of cost estimates. The City of Bristol will provide assistance in preparation of front-end materials for bidding, with all technical materials, including special provisions, provided by the selected firm. Firms should assume that digital files will be posted by the City for distribution of bidding documents (i.e. any cost of printing for such materials to be borne by contractors).
 17. Attend prebid meetings scheduled by the City, for the purpose of addressing questions relative to project design. The design team shall assist in responses to RFIs during bidding.
 18. Provide construction administration services as follows: periodic project observation, attendance at job meetings, review of shop submittals, review and response to RFIs, review of contractor applications for payment, assistance in the preparation of change orders, and assistance with close-out of final construction.
 19. The City may elect to retain a commissioning agent relative to mechanical system installations; the design team will provide assistance to the commissioning agent as appropriate.
 20. The City is interested in energy modeling for the purpose of budget planning for operational use; firms are requested to provide this service as an option, to be pursued at the discretion of the City.

The City will assign an owner’s representative for this project, and all work will be coordinated through the owner’s representative to facilitate efficient completion of efforts required by the Owner.

I.4. RESOURCES AVAILABLE

The City will make available to the awarded firm all known information as it relates to the project. Materials specifically provided via the RFQ are as follows:

Original building floor plan, undated
Site plan for use of property as a dog daycare facility, May 2017
Building conditions report prepared by Phase Zero Design, September 18 2024
Phase 1 environmental assessment report prepared by Freeman Companies, September 10 2024
Phase II preliminary results prepared by Freeman Companies, December 6 2024

I.5. PROJECT SCHEDULE

The following is the proposed schedule for the selection process:

Date of RFP issuance	May 23, 2025
Pre-submission site visit	June 3, 2025
Due date for submissions	June 12, 2025
Recommendation of short list	July 17, 2025

There will be an opportunity to meet with City staff to discuss the project on **June 3, 2025, at 10:00 am** in Bristol City Hall, 111 North Main Street, Room 310, Bristol CT 06010.

II. SUBMISSION REQUIREMENTS

II.1. SUBMISSION DUE DATE

Submissions will be accepted by the City of Bristol Purchasing Department, 111 North Main Street, Bristol, Connecticut, 06010 until **1:00 pm, June 12, 2025**. Qualifications received after that time will not be considered. Submissions may be withdrawn 120 days after opening if no award has been made.

Unless otherwise indicated, submissions are assumed to be valid for one hundred twenty (120) days from the date that submissions are due.

II.2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original copy via digital media** of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submissions may be made via email, shared file service, or USB drive; the City does not assume responsibility for failure of submissions to be received by the City by the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal, certifying that the submittal and all information contained therein is accurate, and that the firm does not take exception to contract considerations listed in Section III of this document.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, and the key issues to resolve.
 2. A detailed work program and time schedule for the project, including milestones for periodic review of the work with the advisory committee(s).
- c.
 1. A list of personnel who would be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration. It is expected that at minimum the following skill sets will have staff identified: structural, MEP, civil, landscaping, cost estimating, and technology/security.
 2. A description of similar projects which your firm has been involved in, including references.
 3. A summary of your firm as outlined in Section II.3. of this document.
- d. Supporting documentation from the Architectural Licensing Board for the State of Connecticut Department of Consumer Protection confirming that the submitting firm is certified for the work described herein.
- e. Supporting documentation from the Office of the Secretary of the State for the State of Connecticut, confirming that the submitting firm, if a corporation or LLC, is licensed to do business in the State of Connecticut.
- f. Project information relative to LEEDS certification, for projects cited above as references for your firm. Additionally, knowledge of ADA compliance shall be included for consideration.
- g. Fee proposal for the services. Development of fees are anticipated to identify costs for investigative work, development of schematic designs, design documents, construction documents, and construction administration. For the purposes of proposal submission, firms should anticipate twelve (12) months of

construction inclusive of close out. Fees are preferred to be provided as a fixed fee, and not as a percentage of construction cost.

Firms are requested to provide costs associated with energy modeling as an optional additional cost.

Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services will be one of the criteria relevant to final selection.

II.3. VENDOR INFORMATION

Please provide information for the following:

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

II.4. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at rogerrousseau@bristolct.gov.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

II.5. EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a review committee. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. The specialized experience of the individual(s) or firm(s) and its (their) assigned personnel on similar projects.
- b. The firm's understanding of and technical approach to the project.
- c. The firm's knowledge of requirements relative to municipal facilities.
- d. The firm's knowledge of requirements relative to building systems.
- e. The firm's knowledge of requirements unique to public safety facilities with specific attention given to animal control facilities.
- f. The firm's knowledge of development of appropriately sized spaces for such a facility.
- g. The firm's experience with land use regulations as they relate to construction of public safety facilities.
- h. The content of the firm and its consultants, support staff, etc. and their ability to work effectively together and with the City staff.
- i. The firm's schedule, including milestones in the process.
- j. The firm's ability to perform the work in a timely manner.
- k. Clarity, organization, and effective presentation of submittal.
- l. Review of references listed.
- m. Proposed fee schedule or fee schedule methodology, received subsequent to initial submission. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services will be a factor.

The City expects to invite a short list of responding firms for an interview based upon its review of the written submissions.

Final recommendations regarding award of contract(s) for services will be made after the City and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

III. CONTRACT CONSIDERATIONS

III.1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, gender, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, gender, national origin or age.

Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

III.2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

III.3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol and the State of Connecticut as additional insured, for the following:

- **General liability** (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- **Automobile Liability** in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.

In addition to the above, the awarded contractor shall provide a certificate of insurance in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the Contractor with an insurance company which is licensed to do business in the State of Connecticut.

- **Professional Liability**, in an amount not less than \$500,000.00 per occurrence and \$2,000,000.00 aggregate.
- **Worker's Compensation** as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and the selected firm shall furnish certificates of coverage for such subcontractors acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

III.4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

III.5. AWARD CONSIDERATIONS

The City may reject any or all submissions for such reason as it may deem proper or for its sole convenience. The City reserves the right to not accept any submissions. In acceptance of submissions, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their submissions and to accept modifications of the work and price when such action will be in the best interests of the City.

The City intends to use a standard AIA contract form B101-2017 or newer, with a specific set of document corrections, for the purposes of engaging a firm to perform the services requested. The selected firm shall have access to AIA document licensing and editing for the purpose of finalizing an agreement that incorporates document corrections. A preliminary set of such modifications may be made available for reference. Revisions primarily relate to the following:

- Incorporation of indemnification and insurance requirements as referenced in this RFP
- Removal of sections pertaining to arbitration
- Termination provisions as noted in this RFP
- Provision for full access to and ownership of final construction documents
- Removal of references to markup for overhead and profit for incidental items (printing, shipping)
- Removal of compensation for travel to and from the City of Bristol
- Incorporation of responsibility for services provided as outlined in the Schedule of Services contained herein
- Incorporation of City-issued RFP and the selected firm's subsequent submission(s)

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted, submissions received in response to this document, including proposed fee schedules if applicable, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the submission. If award is not made within such time, the submission can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm making submission.

Any contract resulting from this solicitation shall be governed by the laws of the State of Connecticut.

The Architect grants to the Owner ownership of the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due. The Architect shall obtain similar agreements from the Architect's consultants consistent with this Agreement.

III.6. TERMINATION

A. TERMINATION BY THE CONSULTANT

If the City fails to make payment as provided in Section 5.1 for a period of 30 days, the Consultant may, upon seven additional days' written notice to the City, terminate the Contract and recover from the City payment for work executed, including reasonable overhead and profit, costs incurred by reason of such termination, and damages.

B. TERMINATION BY THE CITY FOR CAUSE

The City may terminate the Contract if the Consultant

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Consultant and its Subcontractors;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

When any of the above reasons exists, the City may, without prejudice to any other remedy the City may have and after giving the Consultant seven days' written notice, terminate the Contract and take possession of all materials prepared by the Consultant relative to this contract and may finish the work by whatever reasonable method the City may deem expedient. During the seven day notice period, the Consultant shall have the option to present to the City a plan to remedy the notice for termination for cause, which may be accepted by the City at its sole discretion. Upon request of the Consultant, the City shall furnish to the Consultant a detailed accounting of the costs incurred by the City in finishing the work.

When the City terminates the Contract for one of the reasons stated above in this section, the Consultant shall not be entitled to receive further payment until the work is finished.

C. TERMINATION BY THE OWNER FOR CONVENIENCE

The City may, at any time, terminate the Contract for the City's convenience and without cause, upon thirty (30) days' advance notice. Under such circumstances, this Agreement shall terminate on the date set forth in the notice from the City. The Consultant agrees to immediately prepare to cease performing all services on the date of termination and shall otherwise cease, to the extent practicable, incurring costs chargeable to the City under this Contract as of the date of termination. To the extent that the City elects (and Consultant hereby grants to the City the right to elect to do so in connection with termination of this Contract) to take legal assignment of subcontracts, the Consultant shall, as a condition of receiving the payments referred to in this Article and otherwise under this Agreement, at the City's sole cost and expense, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Consultant, as the City may require for the purpose of fully vesting in the City the rights and benefits of the Consultant under such subcontracts. In the event an attempted termination by the City or excuse is not justified, it shall be deemed a termination under this Paragraph. The Consultant shall be entitled

to receive payment for work executed, and costs incurred by reason of such termination of convenience, along with reasonable overhead and profit on the work not executed.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**Architectural/Engineering Services Relative to
Renovation of a Commercial Building Toward Use as
Municipal Animal Control Facility
RFP 2P25-056**

Due Date: 1:00 pm, June 12, 2025

Mailing address:
City of Bristol, Connecticut
Purchasing Department
111 North Main Street
Bristol, CT 06010

Physical address:
111 North Main Street
Third Floor, Room 311
Bristol, CT 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Qualifications, is aware that the City reserves the right to reject any and all submissions, and is making submission without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town State Zip

Date

Federal ID #

Telephone Number

Email address

RETURN THIS FORM IMMEDIATELY!

**City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents**

**Request For Proposals 2P25-056
Architectural/Engineering Services Relative to
Animal Control Facility**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit Qualifications.

Date issued: May 23, 2025

Date documents received ____/____/____

Do you plan to submit a response? Yes____ No____

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

Note: acknowledgments are requested!
purchasing@bristolct.gov

**CITY OF BRISTOL
PURCHASING DEPARTMENT
111 NORTH MAIN STREET
BRISTOL, CT 06010**

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ____ 1. The proposal has been signed by a duly authorized representative of the company.
- ____ 2. Any fee schedule you have offered has been reviewed and verified.
- ____ 3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment).
- ____ 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the proposal.
- ____ 5. Any addenda to this document have been acknowledged and included.
- ____ 6. The envelope has been addressed to: City of Bristol Purchasing Department
 2P25-056 Architectural/Engineering Services Relative to
 Construction of New Animal Control Facility
 111 North Main Street
 Bristol, CT 06010
- ____ 7. The envelope has been clearly marked with the proposal number and opening date.
- ____ 8. If additional copies are required as part of your response, make sure the original is clearly marked.
- ____ 9. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your proposal.

City of Bristol, Connecticut
RFP 2P25-056
SCHEDULE OF SERVICES

1	Programming	Owner
2	Land Survey Services	Design Team
3	Geotechnical Services	Design Team
4	Space Schematics / Flow Diagrams	Design Team
5	Site Analysis and Selection	Owner
6	Prior Environmental Studies	Owner
7	Owner-Supplied Data Coordination	Design Team
8	Civil Design and Flood Management	Design Team
9	Wetlands Mapping	Design team
10	US Army Corps of Engineers Review	Design Team
11	DEEP Permitting	Design Team
12	Sewer System Analysis and Design	Design Team
13	Traffic Analysis	Design Team
14	Zoning, Planning & Land Use Submittals/Approvals	Design Team
15	Landscape Design	Design Team
16	Interior Design	Design Team
17	Furniture, Furnishings and Loose Eqpt	Design Team
18	Technology Infrastructure Design	Design Team
19	Technology Equipment Specifications	Design Team/Owner
20	Security System Specifications	Design Team/Owner
22	Opinion of Probable Costs	Design Team
23	Detailed Cost Estimating	Design Team
24	Value Analysis	Design Team/Owner
25	Schedule Development and Monitoring	Design Team/Owner
26	Special Inspections	Design Team
27	On-Site Project Representation	Owner
28	Construction Inspection	Owner
29	Start-up Assistance/Commissioning	Owner
30	Record Drawings	Contractor