



neccog

ashford - brooklyn - canterbury - chaplin - eastford - hampton - killingly - plainfield
pomfret - putnam - scotland - sterling - thompson - union - voluntown - woodstock

Request for Qualifications/Proposals

Animal Services Facility Expansion/Renovation

The Northeastern Connecticut Council of Governments hereby invites the submission from architects licensed by the State of Connecticut for:

design services for a new addition and modifications to the NECCOG Animal Shelter

The Proposals will be received at the offices of the Northeastern Connecticut Council of Governments, 125 Putnam Pike, PO Box 759, Dayville, Connecticut 06241 until **September 6, 2018, 2:00 p.m** at which time they will be publicly opened.

Specifications and other information may be obtained at the Northeastern Connecticut Council of Governments, 125 Putnam Pike, PO Box 759, Dayville, Connecticut 06241, between 8:30 a.m. and 4:30 p.m. Monday through Friday.

NECCOG Contact:

John Filchak, Executive Director
john.filchak@neccog.org
860-774-1288

Date Issue: August 7 , 2018

Date and Time Due: September 6, 2018 (2:00 p.m.)

Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation

I. Project:

A. Introduction

The Northeastern Connecticut Council of Governments (NECCOG) has been awarded a Regional Performance Incentive Program (RPIP) Grant totaling \$608,000 by the Connecticut Office of Policy and Management (OPM) to modify the existing NECCOG regional animal care facility located in Dayville with several new additions to enhance the proper care and placement of domestic animals.

B. NECCOG

Northeastern Connecticut Council of Governments (NECCOG), a state leader in the innovation, development, advocacy and application of regionalism, is a 16-town regional council of governments founded in 1987. NECCOG is one of nine statutorily authorized regional councils of governments - Connecticut has no county government. NECCOG is a chief-elected official driven — organized forum for the member towns to discuss, facilitate and develop responses to issues of mutual concern. NECCOG's member towns are **Ashford, Brooklyn, Canterbury, Chaplin, Eastford, Hampton, Killingly, Plainfield, Pomfret, Putnam, Scotland, Sterling, Thompson, Union, Voluntown and Woodstock**. Each municipality is represented by their respective chief-elected official. NECCOG is statutorily authorized, but has no regulatory power.

NECCOG is focused on achieving results for our member towns through regionalism — offering a range of voluntary – member initiated programs and services — depending on the collective and/or individual needs of our member towns. These programs include: transportation planning and project assistance; engineering; land use planning and regulation development; economic development; administrative assistance; animal services; transit administration; property revaluation; emergency preparedness; geographic information services and paramedic intercept services. Our regional approach to problem solving enables our member towns to achieve efficiencies and economies of scale that individually would be difficult to realize. NECCOG's staff, acting as an extension of each member town, has a wide range of expertise and experience to address and assist our member towns with their collective and individual needs.

C. Animal Services Program

NECCOG currently operates a regional animal services program (the largest in Connecticut) for the towns of **Bozrah, Brooklyn, Canterbury, Chaplin, Colchester, Franklin, Hampton, Killingly, Lebanon, Lisbon, Pomfret, Putnam, Sprague, Sterling, Voluntown and Woodstock**. The Program began in 2004 with three towns and now serves nineteen towns with 24/7/365 services. The NECCOG program provides the full range of animal control services as directed by Connecticut Statutes for the health and well being of domestic animals. We also operate a kennel facility in Dayville where animals are housed for potential adoption, quarantine or to be reunited with their owner. Each year the program receives in excess of 7,000 calls, conducts approximately 450 investigations and places approximately 400 animals. To date, the program has placed more than 6,000 animals and no animal has been euthanized due to lack of space. We always have an Animal Control Officer (ACO) on duty. Calls, during regular business hours (8:30 a.m. to 4:30 p.m.), are taken by the NECCOG switchboard and then processed to provide a timely response. Staffing includes four full-time animal control officers, two part-time ACO's, kennel maintainer and secretarial/administrative staff through NECCOG. We also utilize a

Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation

number of volunteers to assist in the cleaning of kennels and exercising animals housed at our Dayville facility. We have 21 runs to house dogs and a limited number of cages to house cats. Other domestic animals (horses, cows, pigs, etc...) are dealt with on a case-by-case basis. Each animal eligible for adoption is fully evaluated by our staff and we seek the best match possible.

D. Facility Addition/Modification

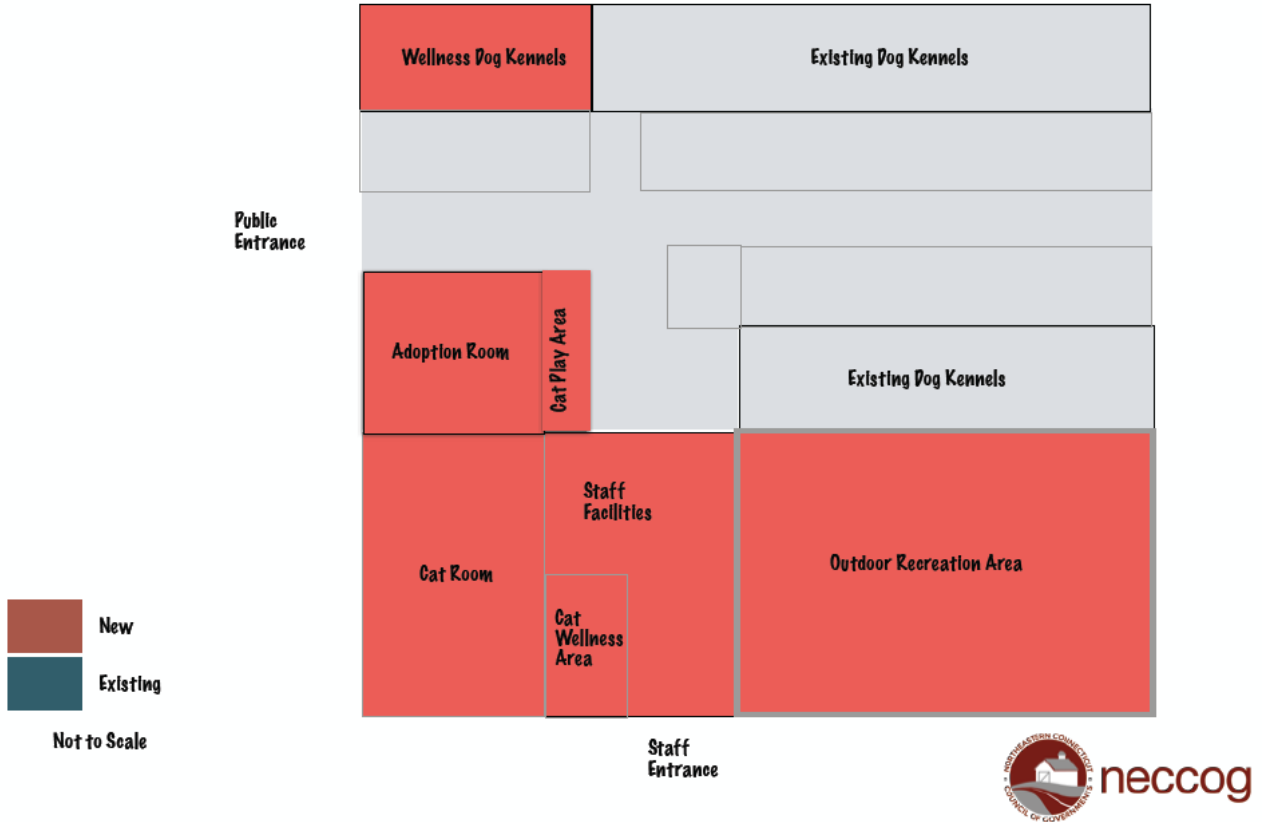
A major element of the program is the regional animal shelter located at 125 Putnam Pike in Dayville. This facility, which was formally the Town of Killingly dog pound, is not fully compliant with all State animal shelter codes (like many in the state it is "grandfathered" due to its age) and does not meet the full needs of the regional program. Specifically, NECCOG needs the proposed facility updates and enhancements for several reasons:

- Since its inception in 2004, the regional program has expanded from three to sixteen towns and provides limited services to two additional towns.
- Current facility, in terms of housing dogs, needs a variety of upgrades - including ventilation (which the Department of Agriculture has noted as a facility deficiency), heating and better quarantine/health care isolation locations.
- The facility technically does not house cats - however, between a dozen and two dozen are regularly housed at the facility - with as many as sixty plus being held on multiple occasions. Cats are often left at the facility and we have no choice but to care for and attempt to adopt these animals.
- Current facility lacks an indoor adoption area (room) which impedes adoptions.
- Current facility lacks a fully functioning location to examine and bathe animals and a place for staff to clean-up themselves.
- Current facility lacks a cat exercise/play area necessary for the full socialization of cats - making them more adoptable.
- NECCOG's facility lacks isolation rooms for animals just entering the facility. These rooms help to prevent the spread of communicable disease and reduce costs.
- The current facility lacks sufficient quarantine space for cats and dogs. Such space is a regular need for the program.
- The current facility lacks sufficient outdoor exercise area for dogs - which is essential for their health and socialization.

A major component to the proposed facility modifications is a regional cattery. If constructed, it would be the first of its kind in Connecticut. The cattery component would consist of a general population room for up to 75 cats, a quarantine room for up to 12 cats and an isolation room for cats first entering the facility. The cattery would include proper housing, communal viewing/play area, health/wellness care and adoption facilities. The cattery elements are needed because the number of cat related issues and

Proposed Animal Services Facility Enhancement

2015 RPI Grant Application



abandoned cats is significant. As stated, while the NECCOG Animal Services Program does not formally take cats (except when there is an injury/sick cat or human bite) we end up with significant numbers of cats. The facility has had as many as eighty-four cats due to animals being dropped off, evictions and other circumstances. The addition of the cattery will improve cat health and adoptions.

The proposed project includes an adoption room. Currently, the facility has no indoor place dedicated to adoptions of dogs or cats. Additionally, this proposed project would add four isolation kennels for dogs first entering the facility (minimizes disease transmission) and a bathing/examination room to improve animal health and presentation. The proposed project would also add a new ventilation system to enhance air quality for our animals.

Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation



Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation

II. Definitions

- A. "Addendum" means written documents issued by NECCOG prior to the date and time in Article III.E which modify this Request for Qualifications/Proposals by additions, deletions, clarifications or corrections.
- B. "Advisory Committee" means a committee consisting of, but not limited to, Veterinarians, Animal Welfare Organizations, Connecticut Department of Agriculture, Town Officials, and others asked by NECCOG to participate.
- C. "Contract" means the document that the Contractor executes with NECCOG.
- D. "Contractor" means the Proposer who is selected by NECCOG to provide the services described in this Request for Qualifications/Proposals.
- E. "NECCOG" means the Northeastern Connecticut Council of Governments.
- F. "Project" means a new addition and modifications to the NECCOG Animal Shelter
- G. "Proposal" means a submission by a Proposer for design services for a new addition and modifications to the NECCOG Animal Shelter
- H. "Proposal Documents" means the Request for Qualifications/Proposals, all schedules and exhibits attached hereto, and any Addendum.
- I. "Proposal Price" means the price at which the Proposer offers to perform the services described in this Request for Qualifications/Proposals.
- J. "Proposer" means the person or entity who submits a Proposal.

III. Proposal Instructions

- A. Proposals shall be received from Proposers for the furnishing of the services described in Article V, for a new addition and modifications to the NECCOG Animal Shelter
- B. When executed and submitted by Proposer, the Proposer acknowledges it has full knowledge of and agrees with the general specifications, conditions and requirements of the Proposal Documents.
- C. Proposals must be mailed or delivered to John Filchak, Director, Northeastern Connecticut Council of Governments, 125 Putnam Pike, PO Box 759, Dayville, Connecticut 06241 in an envelope clearly marked: "**Animal Services Facility Expansion/Renovation.**"
- D. The Proposer must submit its Proposal in a sealed envelope marked with the Proposer's name and address in the upper left hand corner. The sealed envelope is to be plainly marked in the lower left hand corner with the name of Proposal and the opening date and time.
- E. The Proposals shall be submitted no later than **September 6, 2018, at 2:00 p.m.** Proposals received later than that date and time will not be considered and will be returned unopened. Amendments to or withdrawals of Proposals received later than that date and time will not be considered.
- F. The Proposer shall submit five (5) copies of its Proposal and one PDF version of the Proposal.

Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation

- G. The Contractor shall comply with the laws, rules, regulations and policies of federal, state, and local governments. It shall be the responsibility of the Contractor to ensure that all personnel employed are familiar with all of the aforesaid laws, rules, regulations and policies as well as the contents of any manual or other rules, regulations and policies which NECCOG might publish.
- H. NECCOG reserves the right to waive technical defects in Proposals, to withdraw this Request for Qualifications/Proposals, to reject any and all Proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a Proposal or a part of the Proposal, although not the low Proposal, that in the judgment of NECCOG will be in the best interest of NECCOG.
- I. NECCOG reserves the right to negotiate contract terms with any or all Proposers, even if a Proposer has not submitted the low Proposal.
- J. NECCOG, at its discretion, may reject any non-conforming Proposal or Proposal that materially misrepresents any offering.
- K. NECCOG specifically reserves the right to add or delete from the scope of services in the final contract from the scope of services described in this Request for Qualifications/Proposals.
- L. NECCOG may require the Proposer selected to participate in negotiations concerning contract price or the nature and scope of services to be provided. The results of such negotiations shall be incorporated into the contract for services between NECCOG and the Contractor.
- M. Each Proposer is responsible for making sure it gets the information it needs to make a responsible Proposal that allows it to execute the Contract if it is awarded the Contract. **Information requests** are to be made in writing to John Filchak, Director, Northeastern Connecticut Council of Governments, 125 Putnam Pike, PO Box 759, Dayville, Connecticut 06241 or john.filchak@neccog.org prior to the end of business on **August 27, 2018**. A written request does not in any way diminish a Proposer's responsibility to get the information it needs to make a Proposal.
- N. Any modification to the Proposal Documents will be made by Addendum. Any Addendum will be mailed to all persons that have requested the Proposal Documents. Each Proposer shall confirm prior to submitting its Proposal that it has received all Addendum.

IV. Proposal Requirements

- A. The Proposal shall be submitted with all of the information described in this Article IV.
- B. Each Proposer must declare that this Proposal is made without any connection with any other person or entity making any proposal for the same services, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by NECCOG or any of its member towns is directly or indirectly interested in the Proposal or in the services to which it relates, or in any portion of the profits therefrom, in the form attached as Schedule 1, attached hereto and made a part hereof.
- C. Each Proposer shall provide a listing of any business relationship and the nature of such relationship with any pre-hospital provider or town located in the NECCOG region.
- D. Each Proposal should contain a current certificate of insurance for the Proposer and confirmation that such Proposer can obtain the insurance described in Schedule 2 if the required insurance exceeds the current amounts or types shown on the current certificate of insurance. NECCOG may waive the requirements for insurance for this Project, particularly if the Contractor will not be on-site.

Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation

- E. Each Proposer shall provide a listing of all similar projects completed during the past five (5) years, including client contact, telephone number, size of the region or municipality, scope of services rendered and date completed. Each Proposer shall provide a minimum of three (3) client references from municipalities or other public regional entities where the Proposer has completed projects of similar scope, preferably in Connecticut.
- F. Each Proposer shall provide a listing of all similar projects, now underway, under contract, or for which there are bids outstanding, including client contact, telephone number, size of the region or municipality, scope of services to be rendered, and date to be completed and personnel active on each project.
- G. Each Proposer shall provide an overall introduction to the proposal, including a statement of the Proposer's understanding with regard to the services to be provided and an explanation of the role of the Contractor in this Project.
- H. Each Proposer shall state specifically what type of data, information and/or other assistance will be expected from NECCOG and relate how this will be integrated into the services proposed to be provided by the Contractor.
- I. Each Proposer shall provide a qualifications summary.
- J. Each Proposer shall provide its proposed firm lump sum costs, including a breakdown between any billable expenses and direct consultant personnel expenses.
- K. Each Proposer shall provide identification and background information of consultant personnel that will perform the services under the contract. Each Proposer shall identify a lead consultant that will manage the Report and provide resumes of key personnel to be assigned to the project.
- L. The proposal shall be signed by an individual authorized to bind the Proposer and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day (or more) period. It should include the name, title, address and telephone number of the individual(s) with authority to negotiate and contractually bind the company and also who may be contacted during the period of proposal evaluation.
- M. Each Proposer shall execute the Certification in the form attached to this Request for Qualifications/Proposals.
- N. The failure to include any of the above-listed information could result in disqualification of the proposal by NECCOG.

V. Scope of Work

- A. NECCOG is seeking a qualified architect for the expansion and modification of the NECCOG Animal Shelter located in Dayville, Connecticut to prepare plans and documents to be used in the bidding for construction of the project.
 - Design building improvements to include structural engineering, plumbing and waste system engineering, electrical engineering, air filtration engineering, architectural wall envelope and structural/architectural engineering and replacement of existing roof system;
 - Integrate sustainable principles/design into the project.

Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation

- Work with NECCOG Advisory Committee to determine most appropriate final design;
- B. NECCOG is seeking to have the plans and related construction documents completed within three (3) months.
- C. The Proposers selected for interview will be asked to present proposed timelines with key milestones for the completion of the Report based on the Proposer's understanding of the scope and the firm's means and methods for completion.
- D. Throughout the design process it is expected that the Contractor will meet, in the Region, not less than monthly with the Advisory Committee.
- E. All instruments of service, studies, data and other documents, materials and information created by the Contractor pursuant to the Contract, including all unfinished or partially completed work in the event the Contract is terminated before completion for any reason, as well as all copyright rights therein (collectively the "Work Product"), shall be the sole property of NECCOG. Upon completion or other termination of the Contract, the Contractor shall deliver to NECCOG electronic copies in Word format or other formats that can be retrieved/opened in Word format and machine reproducible copies of all Work Product pertaining to the Contract prior to the final payment being made.
- F. NECCOG is looking for a Consulting Firm that meets the following criteria:
1. Have the adequate professional, technical and financial resources for performance of the required services or have the ability to obtain such resources as required during performance of said services.
 2. Have the necessary experienced organization and technical skills in the field.
 3. Have demonstrated a satisfactory record of performance of similar services in other municipalities or public regional entities.
- H. The cost of services should be presented as a proposed firm lump sum price, representing the total charge NECCOG can expect to pay upon completion of all work items contained in the proposal. Any other costs to NECCOG should be included in the proposal, which additional costs will only be honored if authorized in writing by NECCOG. At the time of negotiations of the contract, a payment schedule based on the timeline of tasks will be agreed upon between NECCOG and the Contractor.
- I. The Contractor's services shall be performed in a professional manner consistent with industry standards and applicable federal, state and local law, rules and regulations, as expeditiously as is consistent with professional skill and care and the orderly progress of the work.
- J. The terms, conditions and provisions of Exhibits A through E are incorporated into and made a part of this Proposal. Each Proposer should be thoroughly familiar with all the terms, conditions and provisions of Exhibits A through E.
- K. These provisions generally set forth the requirements for the Contractor, but NECCOG and the Contractor may modify, in writing and as part of such contract, such provisions by mutual consent prior to signing a Contract.
- L. Consideration in the awarding of the Contract will be given, but not limited to: price, the accuracy and responsiveness of the Proposer, the experience, competence and financial condition of the Proposer, time for completion and/or labor force adequate to perform the work, the quality and experience of the

Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation

Proposer's personnel, the nature and size of the Proposer's organization, quality of similar projects it has previously performed and completed in Connecticut or similar municipal/regional situations.

Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation

Exhibit A
CERTIFICATION

The Proposer has read and understood the Proposal Documents, INCLUDING ALL SCHEDULES, which are Schedule 1 and 2, all attached hereto and made a part hereof, and the following addendum:

_____ (if any. If none, state "None"), and the Proposal conforms to the terms and conditions of the Proposal Documents.

I hereby certify, as an officer of _____, that, as the Proposer under these Proposal Documents, all of the information and material supplied to NECCOG as required by these Proposal Documents are complete and true. I, as an officer of _____,

_____ understand that all of the terms and conditions of these Proposal Documents shall be included in the Contract executed with NECCOG, if awarded the Contract. I, as an officer of _____, further understand that any information that is found to be incomplete or false or, any attempt to mislead NECCOG and the member towns is discovered, either during the evaluation or subsequent to any award may result in the disqualification of the Proposal or the immediate termination of the Contract.

Type or print (except for signature):

Signature _____, Date _____

Name _____, Title _____

Notary Public _____ [Seal]

Proposer Information

Company: _____

Type of Legal Entity: _____

Address: _____

City: _____ State: _____ Zip _____

Telephone: _____ Fax: _____

Email: _____

*** If PROPOSER is a Corporation or LLC or other entity attach letter of authorization for signatory to sign and bind a contract.**

Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation

Exhibit C

INSURANCE REQUIREMENTS

The Consultant shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Consultant and all of its agents, employees, sub-contractors and other providers of services and shall name NECCOG and its employees and agents as an Additional Insured on a primary and non-contributory basis to the Consultant's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section on the Consultant's Certificate of Insurance. Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all carriers are subject to approval by NECCOG. Minimum limits and requirements are stated below:

1. Worker's Compensation Insurance:
 - a. Statutory Coverage
 - b. Employer's Liability
 - c. \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee
2. Commercial General Liability:
 - a. Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors - Limits of Liability for Bodily Injury and Building Damage - Each Occurrence \$1,000,000 and Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
 - b. A Waiver of Subrogation shall be provided
3. Automobile Insurance:
 - a. Including all owned, hired, borrowed and non-owned vehicles
 - b. Limit of Liability for Bodily Injury and Building Damage: Per Accident \$1,000,000
4. Errors and Omissions Liability or Professional Services Liability Policy
 - a. Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. NECCOG and its employees and agents shall be named Additional Insured for this specific Project. The certificate shall specify that NECCOG shall receive thirty (30) days advance written notice of cancellation or non-renewal specific to this Project.
 - b. The Consultant agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The Consultant shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverages.

The Consultant shall direct its Insurer to provide a Certificate of Insurance to NECCOG before any work is performed. The Certificate shall specify that NECCOG shall receive thirty (30) days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Consultant shall provide NECCOG copies of any such insurance policies upon request.

Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation

Exhibit D
REFERENCE CHECK

Please provide three (3) references:

Company Name

Contact Person

_____ email _____
Telephone Number

Period of Contract

Company Name

Contact Person

_____ email _____
Telephone Number

Period of Contract

Company Name

Contact Person

_____ email _____
Telephone Number

Period of Contract

Request for Qualifications/Proposals
Animal Services Facility Expansion/Renovation

Exhibit E

PENDING OF THREATENED LITIGATION

For cases pending, please provide the following information for each matter:

Parties (suing or being sued)

Docket Number and Court

Brief Description and Status

Likely Outcome

(Attach additional sheets, if necessary.)