

Request for Qualifications

Architectural Services for the Western Connecticut Regional Firearm Training Facility

Western Connecticut Council of Governments
1 Riverside Road, Sandy Hook Connecticut
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Issue Date: Thursday September 8th, 2023

Due Date: Sunday October 15th, 2023

Announcement

WestCOG has initiated a Request for Qualifications (RFQ) process to identify and select a consultant with experience in the design and construction of indoor firing ranges for use by local police departments. Such a facility is being considered for one of two locations:

Wilton Transfer Station 71 Mather Street, Wilton, Connecticut

[Click here for the Parcel Map](#)

Newtown Police Department 191 S. Main Street, Newtown, Connecticut

[Click here for the Parcel Map](#)

As a part of the RFQ, at least one conceptual design for each site should be created to show how a facility may be accommodated. The information created pursuant to this RFQ will be considered by a project advisory committee to determine the final location. Requirements for the concept design are provided below.

Eligible respondents

Proposers must demonstrate that they have the resources and capability to provide the materials and services as described herein. Proposers must have successful experience in the design of a state-of-the-art indoor firing range. All proposers must submit the documentation indicated below with their proposal. Failure to provide any of the required documentation may be cause for the proposal to be rejected.

About WestCOG

Founded in 2014, the Western Connecticut Council of Governments is one of nine regional Councils of Governments established pursuant to Connecticut General Statutes §4-124i et seq. WestCOG serves the Western Connecticut Planning Region, the second most populous and fastest growing region in Connecticut, with an estimated population of 610,000. With its location connecting New England to New York, Western Connecticut is an economically dynamic region, with strong cultural, educational, and natural amenities.

WestCOG is governed the Chief Elected Officials (Mayors and First Selectmen) of its members, comprising three principal cities (Stamford, Norwalk, and Danbury) and fifteen surrounding towns

(Bridgewater, Brookfield, Danbury, Darien, Greenwich, New Canaan, New Fairfield, New Milford, Newtown, Redding, Ridgefield, Sherman, Weston, Westport, and Wilton).

Connecticut's Councils of Governments (COGs), which are in the process of being recognized as county equivalents, provide a regional framework for cooperation among local governments and between the latter and state and federal agencies. COGs may "accept or participate in any grant, donation or program available to any political subdivision of the state and may also accept or participate in any grant, donation or program made available to counties by any other governmental or private entity." COGs may furthermore exercise any power that any political subdivision of the state (e.g., municipalities and school districts) do¹. Which authorities COGs exercise, and the extent to which they do so, is the decision of their governing boards.

More information on WestCOG is available at <http://westcog.org>.

Background

The *Firearm Training Facility Implementation Plan* is a follow-up to a previous WestCOG public study titled *Feasibility Study for the Sharing/Consolidation of Selected Public Safety Facilities and/or Services*. The latter study identified a regional firearm training facility as a potential project based on an increasing demand for training space, communities' interest in a shared facility, and potential savings involved in the nature of the project.

While some departments in the region have access to individual ranges, other departments do not have reliable access to training locations, which have limited availability (due to weather, noise, and capacity). A common need across all departments is access to rifle range training.

WestCOG has secured \$1.5 million in State funds to assist in the construction of this range. A project advisory committee is tasked to determine a design, location, and preliminary cost estimates to be presented to WestCOG board members for action.

Details on WestCOG's activities on the Firearm Training Facility can be found on WestCOG's project page: <https://westcog.org/2023/07/regional-firearm-training-facility/>

Project Framework

WestCOG seeks a design and site plan for an indoor firing range. The following considerations should be taken into account in the proposed design:

1. **Construction Sites.** The consultant selected under this RFQ will be asked to review both sites and create at least one conceptual design and site plan for each to show how an indoor firing range meeting the standards below may be accommodated. Details on the sites are given in the [Regional Firing Range Implementation Plan](#). If a consultant wishes to see the site in person, please contact ccarpenter@westcog.org to make arrangements.

¹ These include but are not limited to: "(1) Engineering; (2) inspectional and planning; (3) economic development; (4) public safety; (5) emergency management; (6) animal control; (7) land use management; (8) tourism promotion; (9) social; (10) health; (11) education; (12) data management; (13) regional sewerage; (14) housing; (15) computerized mapping; (16) household hazardous waste collection; (17) recycling; (18) public facility siting; (19) coordination of master planning; (20) vocational training and development; (21) solid waste disposal; (22) fire protection; (23) regional resource protection; (24) regional impact studies; and (25) transportation." (CGS §8-31b(b))

2. **Project Cost.** In addition, an estimate of the Total Project Cost is required. This should include all design fees, site preparation, provision of required utilities, and all construction including all fixed equipment. All potential land acquisition costs, financing costs, legal costs, and any HAZMAT disposal costs are excluded from the required Total Project Cost estimate. Such estimates can be provided in present day dollars with no allowance for escalation; however The Total Project Costs can be presented as a range from low to high.
3. **Range Specifications.** The preliminary requirements are for a rifle-ready 8-lane, indoor range able to accommodate targets as far as 150 feet. It is anticipated that the range will be heavily utilized and that two 4-man classes can be accommodated at one time. Features such as bathroom facilities, training rooms, storage and parking shall be determined by the design professional in accordance with all applicable codes, standards and current practices. The facility will not be open to or accessible to the public (it will be for the exclusive use of local police departments); any range design, including prefabricated or modular facilities, that satisfies regional needs and applicable laws and regulations may be proposed.
4. **Tactical Design.** Provision shall be made to allow vehicles to be driven onto and parked in the range. The designers are asked to consider future developments in such facilities such as the use of sophisticated projection systems and Artificial Intelligence that can be used to simulate real world situations. It is not necessary to provide such systems now, but to the extent that information is available, any such space that may be required to accommodate future installations should be provided.
5. **HVAC.** HVAC systems shall be provided such that interior conditions can be controlled to prevent any moisture/mold development and to ensure that no damage occurs to any sensitive electronic equipment.
6. **Frangible Ammunition.** This is the current recommended approach and is used in ranges in Connecticut. If a design requires the use of lead ammunition, please provide specifications for lead control in accordance with OSHA standards.
7. **Lighting.** Lighting within the actual firing range shall be capable of being modulated so that varying daylight scenarios can be simulated. For this reason, external windows are not required in the actual firing range.
8. **Sound.** Designed to limit noise pollution outside the building.

RFQ Response Requirements

WestCOG requests the following information—in concise and clear detail—from respondents. All responses must follow the order below and use the appropriate response headers. Failure to follow these instructions may result in rejection of the response.

1. **Cover Letter:** Please include company name, address of corporate headquarters, address of nearest local office, contact name for response, and that person's contact information (address, phone, cell, email, other). Keep response to one (1) page.
2. **Scope of work, timeline, and fee schedule:** An outline of the project by task should be given. These tasks should correspond to the Project description. Timing, duration, and cost should be specified for each task. The proposal shall indicate the lead time required

from the award of a contract to the start of the design, as well as the anticipated time to complete the initial design drawings.

3. **Narrative:** this should explain the proposer’s concept of each task and plan to discharge them. Methodology, including approach, inputs, methods, and outputs should be described in adequate detail. Changes to the framework given in this RFQ should be noted. Keep responses to six (6) pages.
4. **Statement of qualifications:** a directory of task assignments and resumes for key staff on project. Professional licenses and certifications should be included. The total hours each staff person is expected to spend on each task should be documented.
5. **Experience:** Provide a statement of experience discussing your firm’s past performance, capabilities, and qualifications. Proposers should provide examples of at least three (3) comparable projects to the one outlined in the scope of work, either in progress or completed within the past eight (8) to ten (10) years. Keep response to no more than three (3) pages.
6. **Vendor Background:** A brief history of the vendor, including organization structure, location of management, and evidence that the firm is authorized to do business in the State of Connecticut. Keep Responses to two (2) pages.
7. **Signature** of a representative of the firm having legal authority to contract on behalf of the firm.
8. **References:** Provide a minimum of three (3) references, including contact information, from previous contracts or partnerships. Keep response to two (2) pages.
9. **Conflict of Interest Statement:** A completed Organizational Conflict of Interest Statement that either warrants that there are no relevant facts or circumstances that could give rise to organizational conflicts of interest, and/or, as applicable, gives a full, written disclosure of any organizational conflicts of interests, including description of the action(s) the proposer has taken or will take to avoid or mitigate such conflict.

Application Process

Proposals are due by the end of the application period, Sunday, October 15, 2023 at 11:59 PM ET.

The subject line should read “Firing Range – [NAME OF VENDOR]”

Submissions should be directed to: ccarpenter@westcog.org

Submissions should be provided in PDF format, as a single file. The file may be attached to the e-mail, or, in case of a large submission (larger than 10 megabytes), linked in the e-mail. Recipients should enable delivery and read receipts in their e-mail client. No other confirmation will be given.

Review and contracting

WestCOG will evaluate proposals received after close of the application period. At this point, WestCOG may invite additional information from selected proposers, including but not necessarily limited to, samples of other work or an in-person interview.

Should WestCOG determine to proceed with a proposal, WestCOG will begin contract negotiations, including on scope and fee, with the respective proposer. Should WestCOG and the selected proposer be unable to come to an agreement, WestCOG may terminate negotiations with that firm and revisit other proposals submitted.

It is expected that proposers will be notified of decisions on their submission by November 6th, 2023. WestCOG may award the project in part or in full to one or more proposers, and to cancel or to reissue this RFQ. Any award will not be final until a contract has been negotiated and executed.

Communications

Location of posting

This RFQ may be found online at <https://westcog.org/about/RFQs-grant-opportunities/> until Sunday, October 15, 2023. It is the responsibility of interested parties to retrieve and store a copy of the RFQ beyond this date.

Pre-bid meeting

A pre-bid meeting will be held September 22, 2023 at 11:00 AM. The meeting will be held by videoconference. Attendance is optional and is not required in order to respond to this RFQ.

Zoom Meeting Link: <https://us02web.zoom.us/j/81532854609>

Call In Option: 1 646 931 3860

Meeting ID: 815 3285 4609

Inquiries

Proposers may submit questions on this RFQ by October 6, 2023. Questions should be directed to ccarpenter@westcog.org. Answers will be posted online where WestCOG posted this RFQ on a rolling basis. The list of responses will be finalized on the October 10th. The responses be available until the close of the RFQ on Sunday October 15, 2023.

No questions will be accepted by other forms of communication.

Information about WestCOG can be found at www.WestCOG.org

Addenda and supplements

Should WestCOG amend or adjust this RFQ, such changes will be posted online where WestCOG posted this RFQ. It is the responsibility of proposers to check for changes to the RFQ.

Conditions

Legal requirements

Contracts awarded as a result of this RFQ are subject to all applicable federal and state laws, including those concerning civil rights, nondiscrimination, and equal opportunity. Any responses to this RFQ, as well as any work resulting from it, are subject to freedom of information.

Insurance requirements

To be considered, proposers must maintain insurance coverage as required by federal and state law.

Consortia, joint ventures, and teams

Proposals from consortia, joint ventures, and teams (“groups”) will be accepted. In such cases, a lead firm must be identified for contracting purposes. A work history and statement of qualifications must be provided for each member of the group.

In designating a lead firm, groups should consider the following:

1. The lead firm should have sufficient experience and expertise to perform or supervise all facets of the project and must have sufficient resources to carry out the contractual responsibilities of the group.
2. The lead firm will be legally responsible to WestCOG for the performance of, and must perform at least 51% of, the total work awarded under any contract issued as a result of this RFQ.
3. Firms that are subsidiaries may not rely on the experience, expertise, or resources of their parent firm to meet these requirements.

Disadvantaged Business Enterprises (DBE)

DBE firms are encouraged to respond to this RFQ.

If a DBE firm is proposed, the proposal must clearly identify the DBE firm, the role the DBE will play in the project, and the tasks assigned to the DBE. Proof of Connecticut DBE certification must be submitted with the proposal. Responses that fail to give proof of DBE certification and description of project involvement will not be identified as including DBE participation.

Non-reimbursement of proposal costs

Costs associated with responses to this RFQ, including proposal development and participation in a selection process, are the sole responsibility of the respondent firms. WestCOG will not reimburse firms for such costs, nor will any selected firms be permitted to negotiate such costs as part of a contract with WestCOG.

Conflicts of interest

All relationships that may pose a conflict of interest, and actions that shall be taken to avoid or mitigate these conflicts, shall be disclosed as part of the response to this RFQ.

	Su	Mo	Tu	We	Th	Fr	Sa		
	27	28	29	30	31	1	2		
Sept	3	4	5	6	7	8	9	September/8/2023	RFQ Opens
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23	September/22/2023	Pre Bid Meeting
	24	25	26	27	28	29	30		
Oct	1	2	3	4	5	6	7	October/6/2023	Last day to submit question
	8	9	10	11	12	13	14	October/10/2023	Q&A Page Finalized
	15	16	17	18	19	20	21	October/15/2023	RFQ Closes
	22	23	24	25	26	27	28		
	29	30	31	1	2	3	4		
Nov	5	6	7	8	9	10	11	November/6/2023	Review of Proposals Completed
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	31	1		