

Request for Qualifications

Seeking a Capital Project Management Services for the Western Connecticut Regional Firearm Training Facility

Western Connecticut Council of Governments
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Issue Date: Monday October 2nd, 2023

Due Date: Sunday October 29th, 2023

Announcement

WestCOG has initiated a Request for Proposals (RFQ) seeking capital project management services to oversee the capital project process regarding a Regional Firearm Training Facility for public safety staff based in Western Connecticut.

Eligible respondents

Proposers must demonstrate that they have the resources and capability overseeing capital projects from concept to construction. 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

Western Connecticut currently has minimal firearm training facilities for public safety staff and with many of them considering the development of firing ranges, especially with the capability to train with rifles. In an effort to maximize the effectiveness of funds for the construction of a facility communities are interested in building a shared training facility. The details and desired specifications for this facility are outlined in the *Firearm Training Facility Implementation Plan*, which 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*.

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.

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](#)

Part of the role of the selected applicant will be to navigate the decision of location based on costs, designs, and discussions with municipal leadership and the project advisory committee. The ultimate goal, construction and operation of a regional training facility, is dependent on the successful participation of multiple communities in Western Connecticut. And the extent of this role would be dependent on the successful execution of working through each of the project phases.

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/>

Scope of Work

WestCOG seeks a capital project manager or capital project management services to oversee and lead the project through conceptual planning^{*}, design selection, governance solutions, construction, up to opening. This scope of work outlines each of the expected tasks.

Task 1 Conceptual Planning

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))

- Much of the initial conceptual planning has been performed through the public safety planning process, however the selected vendor will be asked to review planning and note any missing components regarding capital projects.
- If necessary, convene meeting with project council, stakeholders, to address missing conceptual planning.

Task 2 Construction Designs

- Guide the selection and vetting of a consultant for designs. This includes joining the project advisory committee during consultant interviews. Note the RFQ for designs are currently out.
- The selection of a consultant for a design will be delayed to ensure the selected capital project manager can weigh in on the selection process.
- Oversee consultant's development of designs for the firing range.

Task 2 Site Planning

- Identify vendors for performing site plans.
- Coordinate with a vendor to acquire site plans to provide an understanding of site prep costs and challenges or merits for a given property.
- WestCOG has funds set aside for acquiring site planning cost estimates.

Task 3 RFQ for Construction

- Create an RFQ for Construction. Oversee the RFQ process in coordination with the project advisory committee and WestCOG Staff.

Task 4 Construction Oversight

- Ensure all required permits have been completed at each step, as required.
- Oversee and meet with the general contractor and any subcontractors at regular intervals from the beginning of construction through receipt of certificate of occupancy, to ensure:
 - Work is completed as required in design and drawings.
 - Ensure acceptable quality materials.
 - Materials used are as specified in design and drawings
- Act as a liaison between general contractor / subcontractors and the municipality where the site is located.
- Conduct a final inspection prior to certificate of occupancy to verify quality of materials and workmanship, and to confirm the facility is operational as designed and intended.
- Submit a report of the final inspection to WestCOG, municipality of the construction site, detailing items inspected and results.

Task 5 Technical Support

- Support the Project Advisory in the site selection for the firing range by considering the merits and challenges based on project designs and site plans.

- Provide technical support and guidance for the project advisory committee and the COG board members during COG meetings and Project Advisory Meetings.

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. Timing, duration, and cost should be specified for each task.
3. **Narrative:** this should explain how each task will be accomplished, with methods and outputs described in adequate detail. Changes to the scope of work given in this RFQ should be noted. Keep responses to three (3) pages.
4. **Statement of qualifications:** a directory of task assignments and resumes for key staff on project. Professional licenses and certifications should be included.
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. 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 no more than 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 (2) references, including contact information, from previous contracts or partnerships.
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 29, 2023 at 11:59 PM ET.

The subject line should read “**Capital Project Management – [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 the 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 29, 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 Tuesday October 10th, 2023 at 3:00 PM ET. 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://uso2web.zoom.us/j/83553512944>

Call In Option: +1 646 931 3860

Meeting ID: 835 5351 2944

Inquiries

Proposers may submit questions on this RFQ by October 20th, 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 October 23rd. The responses will be available until the close of the RFQ on Sunday October 29, 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		
Oct	1	2	3	4	5	6	7	October/2/2023	RFQ Opens
	8	9	10	11	12	13	14	October/10/2023	Pre Bid Meeting
	15	16	17	18	19	20	21	October/20/2023	Last day to submit question
	22	23	24	25	26	27	28	October/29/2023	RFQ Closes
	29	30	31	1	2	3	4	November/3/2023	Review of Proposals Completed
Nov	5	6	7	8	9	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	31	1		