



**CITY OF TORRINGTON**

**Addendum # 2**

**ADDENDUM #2 IS THE UPDATED RFP FOR THE ARCHITECTURAL CONSULTANT TO DESIGN EMERGENCY OPERATION DISPATCH CENTER**

**RFP #ADE-022-052610 ARCHITECTURAL CONSULTANT TO DESIGN EMERGENCY OPERATION DISPATCH CENTER**

Date of bid opening: May 26, 2010 Time: 2:00 PM Location: City Hall, 140 Main Street, Room 206, Torrington

**Submit signed addenda with bid.**

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Dated in Torrington: 5/21/10

Purchasing Agent \_\_\_\_\_  
Pennie Zucco

Bid Submitted By: \_\_\_\_\_

Name of Company \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

**ADDENDUM #2 IS THE UPDATED RFP FOR THE ARCHITECTURAL CONSULTANT TO DESIGN AN EMERGENCY OPERATION DISPATCH CENTER.**

**PLEASE NOTE CHANGES TO THE RFP AND THAT THE OPENING DATE HAS BEEN EXTENDED TO JUNE 15, 2010 AT 2:00 PM.**



## **City of Torrington Request for Proposal**

### **ARCHITECTURAL CONSULTANT TO DESIGN EMERGENCY OPERATION DISPATCH CENTER RFP # ADE-022-052610**

The City of Torrington is looking to hire a consultant to assist in refining the schematic plans that have been prepared by the City of Torrington for a Design/Build proposal for an Emergency Operations/Dispatch Center. The project will be an addition/renovation of approximately 4200 square feet to the current Fire Headquarters located at 111 Water Street, Torrington.

The Design/Build contract Phase will be advertised at a later date.

A walk-through of the facility is **highly recommended** to review the layout of where the Emergency Operation Dispatch Center will be constructed.

Consultant shall prepare specifications and conceptual plan using the City of Torrington project team requirements.

Firms/Companies responding to this request should have similar experience/background to perform the assignments described above and shall be financially sound. Firms/Companies shall be licensed and insured in the State of Connecticut. The selected Firm/Company must meet all City of Torrington, State, and Federal affirmative action and equal opportunity practices.

Personnel in responsible charge of the project are required to possess and maintain a valid Connecticut Architectural License.

A proposed fee structure for the work to be performed must be included in the proposal.

A letter of interest, together with general information on the Firm/Company, the firm's/company's brochure, examples of successful projects, experience of the firm/company, and a resume of key personnel should be addressed to: Pennie Zucco, Purchasing Agent, City of Torrington, 140 Main Street, Room 206, Torrington, CT 06790. Additionally, all interested firms/companies must submit a detailed statement including organizational structure under which the firm proposes to conduct business. Five (5) copies of the required information shall be submitted.

All letters of interest shall be identified with **“RFP #ADE-022-052610, ARCHITECTURAL CONSULTANT TO DESIGN EMERGENCY OPERATIONS DISPATCH CENTER”** on the outside of the envelope and must be received by the Purchasing Agent, Room 206, 140 Main Street, Torrington, CT by **2:00 PM, June 15, 2010**. Responses received after this date and time will not be accepted.

Any questions concerning this project must be submitted by email to Pennie Zucco, Purchasing Agent at [pennie\\_zucco@torringtonct.org](mailto:pennie_zucco@torringtonct.org). All questions determined to be of interest to all prospective firms will be answered in writing and provided to all firms by an addendum which will be posted on the City of Torrington web site.

Firms/Companies will be evaluated and selected based on similar project experience, design and technical competence, fees and knowledge of Federal, State and City of Torrington procedures. The awarded firm/company shall complete the schematic plan within 60 days after notification of award.

The City of Torrington reserves the right to reject any and all Proposals, in part or in whole, and to award to the most responsive and responsible firm(s) as deemed in the best interest of the City. Further, the right is reserved to waive any formalities or informalities contained in said proposals. All proposals and copies thereof are to be prepared and submitted at the submitter's expense, and upon submittal to the City, will become a city record and therefore a public record.

All proposals will be considered valid for a period of sixty (60) days unless otherwise noted elsewhere in the bid specifications.

*An Affirmative Action/Equal Opportunity Employer*

**EXHIBIT B  
RESPONDENT'S WARRANTY  
RFP #ADE-022-052610  
ARCHITECTURAL CONSULTANT TO  
DESIGN EMERGENCY OPERATIONS DISPATCH CENTER**

The undersigned person warrants that:

1. He/She is an officer of the organization.
2. He/She is authorized to offer a proposal in full compliance with all requirements and conditions as set forth in the RFP.
3. He/She has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed and the requirements and conditions under which the work is to be performed.
4. The undersigned has read, understands, and agrees to comply with the requirements contained in the Request for Proposals for an Architectural Consultant to Design an Emergency Operations Dispatch Center. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm.

Respondent:

By: \_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(PRINT NAME & TITLE)

\_\_\_\_\_  
(NAME OF COMPANY)

\_\_\_\_\_  
(CITY STATE, ZIP)

\_\_\_\_\_  
(TELEPHONE)

\_\_\_\_\_  
(EMAIL)