

**TOWN OF HADDAM
REQUEST FOR QUALIFICATIONS**



**HISTORIC BROWNFIELD REVITALIZATION GRANT
HADDAM JAIL**

1. PURPOSE

The Town of Haddam, CT is accepting statements of qualifications and generalized scope of services from qualified teams of professional planning, engineering, and environmental consulting/firms to complete environmental, structural, and reuse assessments of the **Middlesex Jail**, located on Saybrook Road in Haddam. In May 2015, the Department of Economic and Community Development awarded the Town of Haddam a \$300,000 Historic Brownfield Revitalization Grant to complete these assessments. The grant contract may be found as an addendum to this RFQ.

2. OVERVIEW

State brownfield funds will be utilized for the environmental site assessment and reuse planning of the Middlesex Jail located on a portion of the Town-owned property found at the intersection of State Route 154 and Jail Hill Road in Haddam, CT. The property consists of 51 acres, some of which is used by the Town as the Great Hill Athletic Complex. The historic granite jail itself is located at the eastern edge of the property and has frontage on Saybrook Road (CT Route 154). The goal of the project is to identify potential reuse options for the jail as well as costs associated with site remediation, abatement of hazardous building materials, and building improvements (structural, mechanical, electrical) need for re-occupancy of the jail building.

The lead agency for this work will be the Haddam Buildings Committee, chaired by Jeff Muthersbaugh. This Committee reports to the First Selectman.

Two previous studies were conducted on the jail and are available on the Town of Haddam website www.haddam.org.

Specification for Asbestos Abatement, Lead Paint Awareness and PCB's Remediation, prepared by Fuss & O'Neill, and dated December 20, 2011

Old Jail Feasibility Study prepared by George Fellner and Associates Architects, LLC dated December 12, 2005.

4. HISTORY

The jail building itself is 10,538 square feet on multiple floors. The jail is on lot 51-2, consisting of 4.2 acres. Across the street, an adjacent lot (51-3) on the eastern side of Jail Hill Road is 2.3 acres and is currently vacant. For the purposes of this RFQ the assessments will focus on these two lots.

The stone cellblock building was constructed in the mid-1800s on the south side of Saybrook Road to house criminals, the insane and debtors, and the sheriff's family. In 1878, a Second Empire style granite addition was built as housing for women prisoners and the jailer's family, as well as expanded spaces for his administrative duties. With managerial facilities moved to the new section, more jail cells were added within the older building. Unfortunately, the location of plans and specifications for the mansard roofed addition is not known. In 2012, a 1960's addition was removed in an effort to restore the building. Today the building is vacant but stabilized.

The jail was in use until circa 1960s-1970s. Operations at the site also historically included agriculture. From the 1970s to 2007 the jail was used by the Department of Corrections as office and education space. The site is listed on the State Register of Historic Places and National Historic Register.

3. SCOPE OF SERVICES

The work program and final scope of the project, including deliverables, will be clarified once a consultant/firm is selected. The Final Report should include the following components:

1. Environmental Site Assessments:

a. Phase I Assessments

- i. Conduct a Phase I Environmental Site Assessment in compliance with the All Appropriate Inquiries Final Rule at 40 CFR Part 312 and in accordance with current American Society for Testing and Materials (ASTM) standard E1527-13.
- ii. Provide a draft Phase I ESA report for review before a final report is prepared. Once approved, provide one hard copy and one electronic copy of final report to Town.

b. Phase II and Phase III ESA

- i. Prepare a scope of services and fee estimate for review and approval by the Town before work begins.
- ii. Conduct environmental investigations and sampling appropriate for the site in accordance with industry standard practices and ASTM standards and the DEEP Site Characterization Guidance Document including (if necessary) geophysical surveys, soil and groundwater testing.
- iii. Provide a draft report for review before a final report is prepared that clearly and logically presents the environmental data collected to explain and validate a Conceptual Site Model (CSM) regarding evidence that a release from an Area of Concern (AOC) has occurred and the fate and transport of identified constituents of concern from each release area. The report should also present an evaluation of site data with respect to compliance with the Connecticut Department of Energy and Environmental Protection (DEEP) Remediation Standard Regulations (RSR).

A combined Phase II/III report may be prepared that clearly documents the key components of each individual phase. Appropriate tables should be prepared including analytical summary tables, a summary of boring completion and well construction details, sampling rationale tables, field measurements, a summary of groundwater elevation measurements, and CSM for the site. Appropriate figures should also be prepared including site location map, AOC and sampling location map, groundwater elevation contour maps, and contaminant distribution.

- iv. Provide a draft Phase II/III ESA report for review before a final report is prepared. Once approved, provide one hard copy and one electronic copy of final report to Town.
- ### c. Remedial Plan & Opinion of Probable Remediation Cost

- i. Prepare a Remedial Action Plan (RAP) in accordance with DEEP requirements that describes proposed remedial options that are protective of human health and the environment and achieve compliance with the RSR cleanup criteria for residential use.
- ii. Prepare a detailed cost estimate for the selected remedial option to achieve compliance with the RSRs at each AOC.
- iii. Provide a draft RAP and opinion of Probable Remediation Cost for review before a final report is prepared. Once approved, provide one hard copy and one electronic copy of final RAP to Town.

2. Re-use Planning

a. Market Study

- i. Complete a market study to assess potential re-uses for the historic structure taking into account other historic and tourist attractions in the area. The study should include market demand analysis, financial optimization, fiscal and economic impact, consumer research, and amenity programming.
- ii. Conduct public outreach to solicit community participation in re-use planning. Initiate stakeholder engagement including but not limited to community organizations, municipal officials, and other interested parties to determine potential community needs that could be incorporated into building reuse plans.
- iii. Develop reuse scenarios for the jail which are practical, actionable, financially sound, and are developed based on market-driven, analysis based data, and community needs.
- iv. Prepare a report that identifies activities conducted during the study, potential viable re-use scenarios identified, ranking of scenarios based on study results, and financial analysis of each scenario (cost vs. income per year).

b. Structural, Mechanical, Electrical Evaluations

- i. Complete structural, mechanical, and electrical evaluations for the jail building to identify issues or upgrades that would be required to accommodate reuse scenarios.
- ii. Develop an Opinion of Probable Cost for structural, mechanical, and electrical upgrades required to accommodate reuse scenarios.
- iii. Provide a draft report for review before a final report is prepared. Once approved, provide one hard copy and one electronic copy of final report to Town.

3. Supplemental Hazardous Building Material Survey and Abatement Design

a. Supplemental Hazardous Building Material Survey

- i. Complete a supplemental hazardous building material survey for the jail and outbuilding to identify all asbestos, lead, and polychlorinated (PCB) containing building materials and universal wastes that are associated with the structures.
- ii. Prepare a draft report that includes a description of sampling conducted, results, as well as quantities and locations of materials identified. Appropriate tables should be prepared including analytical summary tables that identify both positive and negative sample results, quantities of materials found to contain lead, asbestos, or PCB, universal wastes, and locations of those materials. Appropriate figures should also be prepared to identify location of materials within the buildings. The report should also include a photographic log of materials, chains of custody, as well as laboratory analytical reports.
- iii. Develop a Draft Opinion of Probable Cost for abatement of hazardous building materials and removal of universal wastes.
- iv. Provide a draft report for review before a final report is prepared. Once approved, provide one hard copy and one electronic copy of final report to the Town.

b) Abatement Design

- i. Prepare abatement specifications for asbestos, lead, and PCB containing materials as well as removal of universal wastes. The specifications should take into consideration the re-use scenarios, historical components of the structure, and its listing on the on the State Register of Historic Places and National Historic Registry (SHPO consultation will be required). The specifications should include detailed CAD drawings of building layout and locations of materials to be abated/removed.
- ii. Finalize Opinion of Probable Cost for abatement based on specifications developed for the project.

4. Public Outreach / Meetings / Grant Management

- a) Participate in up to 4 meetings with jail committee and municipal officials to discuss progress and results of assessment activities and re-use planning.

- b) Prepare written updates quarterly for submission to DECD. These will include financial summaries on expenditures, technical summaries on work completed, and schedule updates.
- c) Participate in up to 3 public meetings.
 - i. Project Kick-off meeting to inform general public on scope of services and solicit input on re-use planning for the project.
 - ii. Project update meeting to inform general public on results of environmental assessments and re-use planning activities and preliminary re-use scenarios.
 - iii. Final project meeting to discuss final reuse scenarios and project costs for remediation, hazardous building materials abatement, and preferred building reuse scenarios (based on consensus and market demand),

5. Project Schedule

The Consultant should be prepared to enter into a contract and begin work as directed by the Town of Haddam on or about June 1, 2016. It is anticipated that the contracted services as described in this RFP shall be completed by January 1, 2017.

6. BUDGET

The following budget was included in the grant contract, and should be used as a guide.

Environmental Assessments	\$115,000
Hazardous Building Materials Survey	\$60,000
Structural, Mechanical, Electrical Evaluation	\$40,000
Reuse Planning	\$40,000
Abatement Design with Cost Estimates	\$20,000
Remedial Action Plan with Cost Estimates	\$20,000
Legal Costs	\$5,000
Total Budget	\$300,000

7. GENERAL

Respondents to this RFP will represent a firm, company, or team possessing experience and expertise in Brownfields Redevelopment (environmental, engineering, and planning) and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP. The technical lead

for the project is required to be a Licensed Environmental Professional (LEP). Teams should be prepared to demonstrate a strong environmental engineering background, and a good working relationship with the staff of Connecticut Departments of Energy and Environmental Protection and Economic and Community Development.

The selected consultant/firm must meet all State and Federal affirmative action and equal employment opportunity practices and other practices as outlined in Executive Order Number Three, Sixteen and Seventeen.

The consultant/firm shall obtain and maintain, at its expense, Professional Liability Insurance in a minimum amount of \$1,000,000. The consultant/firm shall obtain and maintain, at the consultant's/firm's expense, such insurance as will protect the consultant/firm from claims under Workers' Compensation and Comprehensive General Liability Insurance that will protect the Town of Haddam from all claims of bodily injury, death or property damage which may arise from the performance by the consultant/firm or the consultant's/firm's employees in their functions and services to the Town of Haddam. Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers' Compensation shall be in accordance with Connecticut Statutes. The selected consultant/firm shall, within five (5) days of award, provide proof of this insurance. The Town of Haddam shall be listed as an additional insured.

After review of the Request for Qualifications received, the Town will conduct interviews of the consultants/firms it judges to be the most qualified to perform the required services based upon the criteria in this RFQ and a ranking system that will be formulated by the Building Committee. The following factors will be evaluated and weighted appropriately in the selection process:

- The technical competence of the consultant/firm
- The quality and performance of past services on similar projects.
- Experience with DEEP and DECD Brownfield programs
- Experience of key personnel including the sub-contractors
- Demonstrated knowledge of environmental remediation and brownfield redevelopment.
- The expected quality of the deliverables the consultant can provide for the established budget.

The Town of Haddam reserves the right to reject any and all proposals and to waive any informality in the process. It shall be understood that the award made

by the Town of Haddam shall be final and conclusive and without recourse or appeal by the remaining consultants/firms.

The successful consultant/firm will be expected to execute a standard contract for professional services as approved by the Town of Haddam. This contract will be made available to DECD for review and approval prior to execution.

The successful respondent will assume sole responsibility for the complete project as required in this RFQ. Respondents who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be identified and to the extent necessary their qualifications shall be provided. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of the Town

The successful firm may utilize the services of specialty subconsultants on those portions of the work that under normal contracting practices are performed by specialty subconsultants. The successful firm shall be fully responsible to the Town for the performance, finished products, acts, and omissions of its subconsultants and persons directly or indirectly employed thereby.

8. SUBMITTAL DOCUMENTATION

Submittal Letter

Interested consultants/firms shall submit a cover letter addressed to Jeff Mutherbaugh, Chairman of the Haddam Buildings Committee, signed by an authorized principal or agent of the firm. The letter shall provide an overview of the proposal, as well as the name, title, phone and fax numbers, and email address of the person to whom questions concerning the request for proposals may be directed.

History and Resumes

The consultant/firm must include a brief history of the company including:

- Consultant/firm size and organization
- Length of time the consultant/firm has been in business
- Products and services offered
- Experience with DECD Brownfields programming
- Resumes of key individuals that will be assigned to this project.

Scope of Services

The consultant/firm shall provide a detailed Scope of Work which outlines various services it will provide for the project. All services not specifically mentioned in the RFP, which are necessary to ensure that the intent and scope of services are met, shall be included in the Proposal.

Key Issues, Experience, and Ability to Perform

Provide examples of previous work on similar projects to demonstrate the consultant's/firm's understanding and familiarity with projects of this type, including a list of Brownfield Redevelopment projects which have been completed in the last five years, resume's for all professionals to be assigned to this project including information regarding the qualifications of any proposed subcontractors. The lead project manager/LEP must be identified.

Project Approach

References

At minimum, a list of at least 3 previous and/or current contracts which are similar to the Town's scope of services, including:

- a) Dates of contract duration
- b) Services performed and fees for services
- c) Name, address, telephone numbers of clients which may be contacted for verification of information submitted
- d) Statement as to whether project was completed on time and within budget.

9. SUBMISSION

The information required for this Request for Proposal must be identified as "RFQ for Haddam Jail" and must be submitted with two (2) copies and one (1) electronic copy, to Liz Glidden, Town Planner, Town of Haddam, 30 Field Park Drive, Haddam, CT 06438, no later than **May 2, 2016 at noon**. Proposals can be emailed or sent using Dropbox using the Town Planners email townplanner@haddam.org, or may be provided on a cd or thumb drive. Late proposals will not be considered. All costs incurred in the preparation and presentation of the RFP shall be wholly absorbed by the respondent. Any material submitted shall become the property of the Town of Haddam and is available for review under the Freedom of Information Act.

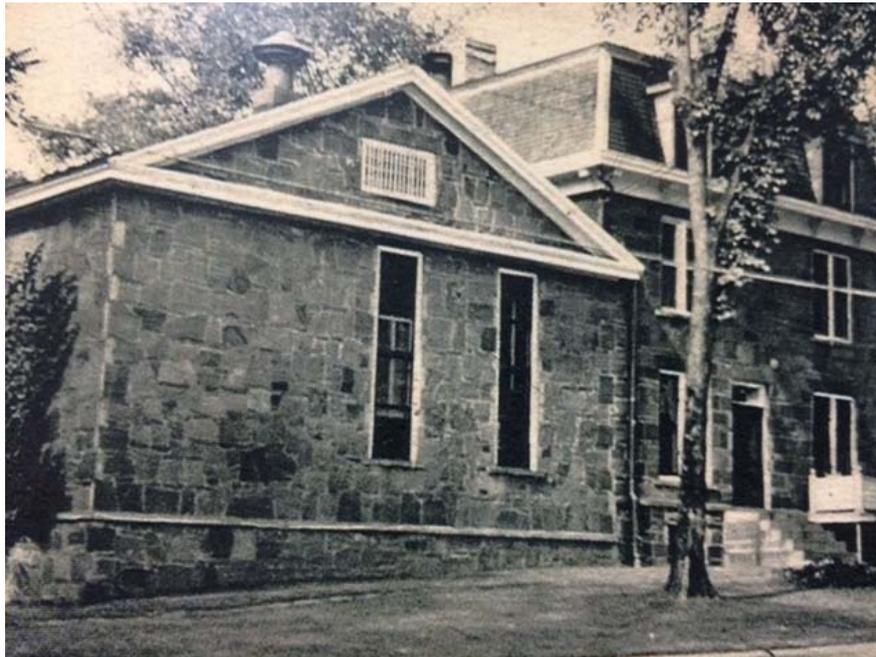
10. POINT OF CONTACT

Questions may be directed to Liz Glidden, Town Planner at 860-345-8531 x 219, or to Jeff Muthersbaugh at 860-345-8876. Electronic submittals shall be sent to the Town Planner at townplanner@haddam.org.

11. ADDENDUM (Issued April 12, 2016)

There will be a site walk and tour on **April 22, 2016 from 10am-12 noon**. Questions may be asked and consultants may walk the property and enter the building. The building does offer accessibility challenges. Please dress accordingly.

The final short listed candidates will be expected to prepare a fee proposal for the project to be submitted to DECD. It is expected that the short listed consultant will be able to submit such a fee schedule with two weeks of the request.



Middlesex County Jail