

**TOWN OF GLASTONBURY
REQUEST FOR QUALIFICATIONS
RPGL-2026-23
On-Call Architectural Services
ADDENDUM NO. 1
May 5, 2026**

RFQ Due Date: 05-07-2026

The attention of respondents submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Respondents shall acknowledge this Addendum on the Proposal Response Page (Attachment A).

NOTIFICATION TO BIDDERS:

Please see the attached updated RFQ documents. Please use the document attached herein for your submission.

Question 1. Could you please confirm whether the requirement for contracted firms is to have recent experience (within the past seven (7) years) with **either** Connecticut municipal or Connecticut public school projects, rather than requiring experience with both?

Answer **Relevant experience (within the past 7 years) with either municipal projects or public-school projects is mandatory. Relevant experience with both is most welcomed.**

Question 2. In the Evaluation Criteria section, there appears to be a strong emphasis on Connecticut public school project experience, including successful completion of similar work for Connecticut public entities and/or school districts within the past seven (7) years; and experience on projects that have received State of Connecticut school construction grant reimbursements. Can you please clarify how these criteria are weighed, and whether municipal project experience alone would be considered sufficient?

Answer: **The Town does consider relevant experience (within the past 7 years) on public school projects that have received State of Connecticut school construction grant reimbursements to be an asset. Here is how the interview panel's evaluation will be weighted:**

Relevant experience: 50%
Staff/team qualifications and skills: 20%
Overall approach: 10%
Ability to meet schedule and respond: 10%
Qualify of response: 10%

Question 3. Do we need to include qualifications for consultants that may be needed for MEP, Structural, Civil Engineering, etc. or do you have your own list that we will be required to work with on each individual project?

Answer You do not need to. However, if you have those resource available in-house or via an established outside relationship, then feel free to include details such as qualifications, experience, etc...

Question 4. Are hourly rates required to be submitted as part of the RFQ?

Answer: No dollar amounts shall be disclosed during the RFQ process.

Question 5. The RFQ does not reference engineering disciplines. Can you confirm that the Town will provide and coordinate any required engineering services, and that respondents are not expected to include subconsultant engineers in their on-call team?

Answer: Please see question 3

Question 6. In regard to the insurance requirements, If a bidder carries a policy with blanket additional insured coverage by endorsement (rather than naming specific entities), will this satisfy the requirement to list the Town of Glastonbury, its employees, and agents as additional insured, when documented on the COI and endorsement?

Answer: The COI will have to reference additional insured and it will have to be on a primary noncontributory basis. If these are met, this is fine- it will show on the COI in the same detail as coverage that is not blanket.

Question 7. The RFQ references a waiver of subrogation in favor of the Additional Insureds. Can you confirm whether Workers' Compensation coverage is intended to extend to Additional Insureds, or if a waiver of subrogation endorsement in favor of the Town of Glastonbury (and related parties, as applicable) is sufficient to meet this requirement?

Answer: There is no additional insured status on workers' compensation. Waiver of subrogation is required in favor of the Town of Glastonbury.

END OF ADDENDUM NO. 1 TEXT

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
ON-CALL ARCHITECTURAL SERVICES
RPGL - 2026-23**

DUE DATE AND TIME: May 7, 2026, at 11 A.M.

The Town of Glastonbury will be accepting responses from firms to provide On-Call Architectural Services on an as-needed basis for both municipal and school projects. School projects will be limited to those projects that are not subject to different procurement requirements per federal and/or state grant funding, as may be amended by the appropriate body. On-Call Architectural Services include, but are not limited to, the production of program analysis, conceptual plans, schematic designs, design development, construction drawings and project specifications. On-Call Architectural Services may also include estimation of construction costs and/or construction administration.

Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com> under the RFQ title “*RPGL-2026-23 - On-Call Architectural Services.*” Contracted Firms will be required to create a profile before submitting their responses. Step-by-step instructions on how to register as a vendor are available at this website: <https://customer.eunasolutions.com/public/s/article/vendor-registration>

Interested firms should obtain the complete Request for Qualifications (RFQ) and related information from the Town’s website at the site recited above. Responses to this RFQ must be submitted electronically no later than the time and date indicated above. A Zoom meeting will be held on the due date and time recited above where the names of all respondents will be read aloud.

LATE RESPONSES WILL NOT BE CONSIDERED.

The Town reserves the right to cancel this RFQ, to modify this RFQ, to waive informalities, to reject any part of the process, and/or to reject the entire response when said action is deemed to be in the best interests of the Town.

An Affirmative Action/Equal Opportunity Employer. Minority/Women /Disadvantaged Business Enterprises are encouraged to submit a response.

Gina Consiglio
Purchasing Agent

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SECTION I – GENERAL INFORMATION

- The Town of Glastonbury will be accepting responses from qualified firms to provide On-Call Architectural Services for both municipal and school projects. School projects will be limited to those projects that are not subject to different procurement requirements per federal and/or state grant funding, as may be amended by the appropriate body. It is anticipated that the Town will select between three to five firms as a result of this procurement. Each selected firm will be invited to contract with the Town via AIA Document B121-2018 Standard Form of Master Agreement between Owner and Architect for Services provided under Multiple Service Orders, as modified. Once under contract, a firm or firms, at the Town’s sole discretion, will be invited to provide a cost proposal for a specific project. After receiving the cost proposals, the Town, at its sole discretion, if the Town chooses to move forward with the project, shall award the work to the most qualified firm under the circumstances that offers the best value to the Town. Cost shall not be the deciding factor in the award of any project. Being under contract with the Town does not guarantee that a firm will be awarded any work, or an invitation to submit a cost proposal for any project.
- The maximum value of any individual Service Order for a project shall not exceed \$99,999.99.

SECTION II – CONSULTANT SERVICES

- A firm under contract with the Town (hereinafter referred to as “Contracted Firm”) shall perform Architectural Services on an as-needed “on-call” basis at an all-inclusive per project price according to instructions received from the Town in a request for cost proposal.
- If additional services outside of the Contracted Firm’s normal scope of work as an architect are required, then the Contracted Firm may obtain and make available to the Town, cost proposals from qualified sub-consultants, acceptable to the Town and, upon approval from the Town, contract for those services. Examples of sub-consultants include, but are not limited to, engineering firms and interior decorating firms. The Contracted Firm’s mark-up on sub-consultant fee shall be limited to 10%.
- Duration of this contract shall be for three (3) years, with the possibility for extensions for an additional two (2) years, if mutually agreed to by the parties.
- All work product created by the Contracted Firm, including but not limited to drawings, reports, and data shall be submitted to the Town and shall become property of the Town.
- No such approval shall in any way be construed to relieve the Contracted Firm of its responsibility for technical adequacy or operate as a waiver of any of the Town’s rights under this Agreement. The Contracted Firm shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Contracted Firm’s negligent performance of any of the services furnished under this Agreement.

SCOPE OF WORK

Each awarded project may consist of any or all of the following:

- Meeting with Town Staff to determine requirements and explain alternatives and concepts.

- Interviewing staff to gather information relevant to the project and produce a program for a site.
- Designing schematics, development drawings, and construction documents, producing complete specifications, producing (in conjunction with Town staff) bid documents, review and analysis of bids submitted by contractors.
- Estimating costs to construct.
- Construction administration that will ensure construction aligns with the design. Construction administration can include any or all but not limited to the following:
 1. Site visits
 2. Ongoing communications with both the contractor and Town in order to adequately address any issues or changes that arise during the construction process
 3. Reviewing submittals
 4. Responding to requests for information (RFIs)
 5. Processing change orders
 6. Administering the payment process
 7. Substantial and final completion inspections
 8. Project closeout

PROJECT SUBMITTALS

- Drawings, reports, notes, building information, close out documentation.
- Budget estimate, architectural/engineering fees, contingency, escalation, and administrative costs (where applicable).
- A proposed schedule for completion.

The Contracted Firm may be required to be present at meetings which may need to be conducted with user groups, either at the Town or Board of Education offices, on site, or elsewhere. Specifics will be identified prior to start of work in conjunction with the Respondent.

The Contracted Firm shall be expected to provide project submittals in digital format in the software choices that the Town requests. Software includes, but are not limited to, Word, Excel, PowerPoint, PDF, and AutoCad. The Town may also require that materials be submitted in print format, including mylar record drawings.

TIME FOR COMPLETION

Schedules for discrete projects will be determined by the Town on a case-by-case basis.

PROJECT COORDINATION

The Contracted Firm will work closely with staff from the Town of Glastonbury and/or staff from the Glastonbury School District through all phases of a project. The Town of Glastonbury and/or School District will provide access to relevant properties, all available plans and drawings, and any available file reports and studies.

SECTION III - SUBMISSION OF RESPONSE

MINIMUM REQUIREMENTS

- Architects shall be licensed by the State of Connecticut.
- Contracted Firms shall have sufficient administrative staff resources that would be available to assist the Town.
- Contracted Firms shall possess recent (past seven (7) years) experience working on Connecticut municipal and/or Connecticut public school projects.

RESPONSE INSTRUCTIONS

- By submitting a response Respondent represents that it has thoroughly examined and become familiar with the Scope of Services outlined in this RFQ and that it has no objections to the language set forth in the attached contract.
- Contracted Firms submitting a response to this RFQ are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com>, under the RFQ title “*RPGL-2026-23 On-Call Architectural Services.*” Contracted Firms will be required to create a profile before submitting their response. Step-by-step instructions on how to register as a vendor are available at this website: <https://customer.eunasolutions.com/public/s/article/vendor-registration>

Contracted Firms will be required to upload their response as **one consolidated pdf file** which includes the following:

1. RFQ Response as per the requirements herein
 2. Attachment A -Town of Glastonbury Response Page
 3. Attachment B -Town of Glastonbury Non-Collusion Statement
- All responding firms are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating responses.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents to include clear identification of the material provided by section and number.
 2. A letter expressing the firm’s level of interest in doing work for Glastonbury, and why it believes it is well-qualified. The letter must be signed by a person legally authorized to bind the firm to a contract.
 3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
 4. Information about the firm submitting the response, including history, leadership, office location(s), areas of expertise, and values.
 5. A list of staff members who would perform work for Glastonbury, including their assigned roles and a description of their education, training, relevant work experience and licensure.

6. List of assignments completed over the past seven (7) years on behalf of Connecticut municipalities and school districts with the contact names, addresses and telephone numbers of the owners' representative in each project. Including for each such project or building program should be a statement of:
 - a. Description of each project;
 - b. Respondent's team members who worked on each project; and
 - c. The role that each team member played on each project.
 7. RFQ Response Form (**ATTACHMENT A**).
 8. The responding firm is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003, and effective August 1, 2003, and revised October 29, 2013, and effective November 28, 2013. The responding firm shall acknowledge that they have reviewed the document in the area provided for the Ethics Acknowledgement section in **ATTACHMENT A**. The selected Contracted Firms will also be required to complete and sign a "Consultant Acknowledgement Form" prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonburyct.gov. Upon entering the website click on **Bids & Proposals** which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**.
 9. Statement of Non-Collusion (**ATTACHMENT B**).
 10. Questions regarding this RFQ shall be emailed to Gina Consiglio, Purchasing Agent, by email at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonburyct.gov (Upon entering the website click on Bids & Proposals). **It is the respondent's responsibility to check the website for addenda prior to submission of any response.** Note: Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all Contracted Firms and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.
- Failure to include any of the above-referenced items in the submitted response may be grounds for disqualifying said response.

EVALUATION CRITERIA

- The following factors will be considered when evaluating qualification submissions:
 - Quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
 - The qualifications and experience of the firm, the designated account representative, and other key personnel designated to work with the Town.
 - Successful performance of similar work with Connecticut public entities and school districts within the past seven (7) years.

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES
ON-CALL ARCHITECTURAL SERVICES**

RPGL-2026-23

- Licensed by the State of Connecticut to perform the work required and involved in and have, on staff, licensed professional consultants for performance of the project orders.
- Demonstrated ability to respond to Town and school requests for assistance in a timely manner.
- Ability to provide architectural services and expertise in a broad range of construction projects.
- Overall approach to providing the services requested.

SELECTION PROCESS

- This request for qualifications does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a response to this RFQ. All responses submitted to this RFQ shall become the property of the Town. The Town reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with the selected Contracted Firms, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for qualifications, if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all responses received for completeness and the Contracted Firms’ ability to meet all requirements as outlined in this RFQ. The Committee will then shortlist the specific firms whose statements best meet all criteria required and may conduct interviews with those firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager, a list of firms recommended for further consideration.
- Additional technical information may be requested from any Contracted Firm for clarification purposes, but in no way changes the original qualification statement submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible but reserves the right to modify the schedule in the best interest of the Town, as required.

| | |
|--------------------------------------|--|
| Publicize RFQ | April 16, 2026 |
| RFQ Due Date | May 7, 2026 by 11:00 AM |
| Shortlist of Submittals Received | May 27, 2026 (Subject to change) |
| Interviews with Top Contracted Firms | Week of: June 8, 2026 (Subject to change) |
| Contract Effective Date | TBD |

FORM OF CONTRACT

By submitting a response to this Request for Qualification, the Contracted Firm warrants and agrees that it shall execute the attached AIA Document B121-2018 Standard Form of Master Agreement between Owner and Architect for Services provided under Multiple Service Orders, as modified, without condition, alteration, modification or exception, if selected by the Town.

INSURANCE REQUIREMENTS

- The Contracted Firm shall, at its own expense and cost, obtain and keep in force during the entire term of the contract the following insurance coverage covering the Contracted Firm and all of its agents, employees and sub-consultants and other providers of services and shall name the Town of Glastonbury, its employees and agents as an additional insured (“Additional Insured”) on a primary and non-contributory basis to the Contracted Firms Commercial General Liability and Automobile Liability policies. Insurance shall be written with 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 the Town of Glastonbury. If the project is to take place on school grounds, the Glastonbury Board of Education and its directors, officials, officers, committee members, agents, employees, consultants and representatives shall also be named as Additional Insureds as provided above on a primary and non-contributory basis. If the project is funded in whole or in part by the State of Connecticut (including any of its agencies or departments, or branches), the State of Connecticut and its directors, members of governing boards, committee members, officials, officers, employees, managers, beneficiaries, agents and representatives shall also be Additional Insureds as provided above on a primary and non-contributory basis. Evidence of the Additional Insureds’ additional insured status shall be by policy endorsement acceptable to the Town.

1. Worker's Compensation Insurance:

- Statutory Coverage
- Employer’s Liability
 - \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
 - A Waiver of Subrogation shall be provided in favor of the Additional Insureds. The Additional Insureds and their respective insurers retain all rights of subrogation.

2. Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
 - Each Occurrence \$1,000,000
- Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each Project)
- A Waiver of Subrogation shall be provided in favor of the Additional Insureds. The Additional Insureds and their respective insurers shall retain all rights of subrogation.

3. Automobile Insurance:

- Including all owned, hired, leased, borrowed, and non-owned vehicles

- Evidence of Combined Single Limit of Liability for Bodily Injury and Property Damage: Per Accident \$1,000,000
 - A Waiver of Subrogation shall be provided in favor of the Additional Insureds. The Additional Insureds and their respective insurers shall retain all rights of subrogation.
4. Errors and Omissions Liability or Professional Services Liability Policy
- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 per claim and \$1,000,000 in the aggregate. The awarded Contracted Firm will be responsible for providing written notice to the Town 30 days prior to cancellation of any insurance policy.
 - The Contracted Firm agrees to maintain continuous professional liability coverage for the entire duration of the contract and shall provide for an extended reporting period in which to report claims for seven (7) years following the conclusion of any particular project.
5. Follow-form Umbrella (Excess) Liability Insurance
- Follow-form umbrella (excess) liability insurance with a limit of \$2,000,000 each occurrence and \$2,000,000 in the aggregate in excess of the general liability, employer's liability and business automobile liability coverages required of the Contracted Firm under this schedule. Such insurance shall contain a provision that it will not be more restrictive than the primary insurance. Aggregate limits of liability shall apply separately with respect to each project. A Waiver of Subrogation shall be provided in favor of the Additional Insureds. The Additional Insureds and their respective insurers shall retain all rights of subrogation.
6. Deductibles and Self-Insured Retentions
- Any deductible or self-insured retention must be declared to and approved by the Town. All deductibles or self-insured retentions are the sole responsibility of the Contracted Firm to pay and/or to indemnify at no additional cost to the Additional Insureds.
- The Contracted Firm shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, leased, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.
 - The Contracted Firm shall direct its Insurer to provide a Certificate of Insurance to the Town before any services are performed. The Contracted Firm will be responsible to provide written notice to the Owner 60 days prior to cancellation or non-renewal of any insurance policy. The Certificate and policy endorsements shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The Contracted Firm shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Contracted Firm shall defend, indemnify and hold harmless the Town, and its departments, boards and commissions and its respective officers, agents, servants, members and employees and volunteers (“Indemnified Parties”) from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Contracted Firm's and the Contracted Firm's consultant's services under the Agreement, but only to the extent caused by the negligent acts or omissions of the Contracted Firm, the Contracted Firm's consultants and anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section. The Contracted Firm shall also be required to pay any and all attorney's fees incurred by the Indemnified Parties in enforcing any of the Contracted Firm's obligations under this section, which obligations shall survive the termination or expiration of the Agreement. As a municipal agency of the State of Connecticut, the Town will NOT defend, indemnify, or hold harmless the Contracted Firm. If the Project is on school grounds, the Glastonbury Board of Education shall be an Indemnified Party. If the project is financed in whole, or in part, by the State of Connecticut, the State of Connecticut shall be an Indemnified Party.

In claims against any person or entity indemnified under this Section by an employee of the Contracted Firm or the Contracted Firm's consultants or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contracted Firm or the Contracted Firm's consultants under workers' compensation acts, disability benefit acts or other employee benefit acts.

The parties agree that the amounts of insurance under any Agreement do not, in any way, limit the Contracted Firm's liability to the Indemnified Parties by virtue of this promise to indemnify and hold the Indemnified Parties harmless so that in the event of any settlement of a claim or a judgment in an amount in excess of the amount of insurance coverage carried by the Contracted Firm, the Contracted Firm shall be liable to the Indemnified Parties for the difference, plus all fees and expenses incurred in collecting same, all at the Contracted Firm's sole cost. The insurance types and requirements listed in this solicitation and any Agreement are not intended to be a limitation of liability.

The Contracted Firm for itself and its successors will be required to covenant and, to the fullest extent permitted by law, indemnify, defend and hold harmless the Indemnified Parties from and against any and all action, causes of action, judgments, legal fees, claims, expenses and demands whatsoever, which may at any time be instituted, made, tendered or recovered against the Indemnified Parties to the extent caused by and alleged to be caused by the Contracted Firm's negligence in the performance of any Agreement.

The indemnification, defense and hold harmless provisions herein shall survive termination and/or full or partial performance of any Agreement.

ATTACHMENT A
RFQ RESPONSE PAGE



BID / PROPOSAL NO: RPGL-2026-23 DATE DUE: May 7, 2026
DATE ADVERTISED: April 16, 2026 TIME DUE: 11:00 AM
NAME OF PROJECT: ON-CALL ARCHITECTURAL SERVICES

THE RESPONDENT ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

Addendum #1 _____ (Initial/Date) Addendum #2 _____ (Initial/Date) Addendum #3 _____ (Initial/Date)

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting a response.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid, proposal, or response where the respondent has not agreed to the above statement.

| | |
|----------------------------------|--------------------------------|
| _____ | _____ |
| Type or Print Name of Individual | Doing Business as (Trade Name) |
| _____ | _____ |
| Signature of Individual | Street Address |
| _____ | _____ |
| Title | City, State, Zip Code |
| _____ | _____ |
| Date | Telephone Number / Fax Number |
| _____ | _____ |
| E-Mail Address | SS # or TIN# |

**ATTACHMENT B
NON-COLLUSION STATEMENT**

The company submitting this response certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this response must be signed by an authorized agent of our company to constitute a valid response.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____