

**Town of Manchester, Connecticut
General Services Department**

**Request for Proposal
Public Works Construction Management Software
RFP No. 11/12-63**

**Proposals Due:
February 7, 2012 @ 4:00 p.m.**

***General Services Department
494 Main St.
Manchester, CT 06040
(860) 647-3031
Fax (860) 647-5206***

1. INTENT

The Town of Manchester Engineering Division has identified a need to more efficiently and effectively manage and administer construction projects. We are seeking proposals for a complete web-based documentation management system specifically designed for public works construction inspection and administration. The target implementation timeframe is Spring 2012.

2. BACKGROUND INFORMATION

The Town of Manchester Engineering Division oversees the construction of approximately \$10 million to \$15 million worth of public works (roads, sidewalks, water and sanitary sewer, traffic signals, etc.) construction projects per year. Most of the projects are inspected and administered with in-house staff. The Town currently uses Microsoft Office products (Word, Excel and Access) for project documentation, pay estimates, inspection reports, etc. We are seeking a web-based software solution that will integrate and manage all aspects of construction inspection and administration documentation.

3. SYSTEM MINIMUM REQUIREMENTS

The system must be web-based and not be dependent on the Town server network.

The system must include, at a minimum, the capability of storing, querying and reporting the following documentation:

1. Inspection Reports
2. Pay Estimates
3. Change Orders
4. Project Budget
5. Project Schedule
6. Shop Drawing/Submittal Review

The system shall be encrypted to assure the security of the data and be capable of assigning different levels of permissions for the various parts of the program.

The vendor must provide initial setup and training.

4. SUBMISSION AND DEADLINE

All proposals must be received by February 7, 2012 @ 4:00 p.m. Four (4) copies shall be placed in a sealed envelope and clearly marked "**CONSTRUCTION MANAGEMENT SOFTWARE, RFP NO. 11/12-63**". Proposals shall be submitted to the Director of General Services as indicated:

HAND DELIVERY

Town of Manchester, Connecticut
Mr. Gerald R. Dupont
Director of General Services
Lincoln Center
494 Main Street
Manchester, CT 06040

U.S. POSTAL SERVICE MAIL DELIVERY

Town of Manchester, Connecticut
Mr. Gerald R. Dupont
Director of General Services
Lincoln Center
494 Main Street, P.O. Box 191
Manchester, CT 06045-0191

All proposals shall be opened publicly and recorded as received. There will be no public reading of Proposals. Proposals received later than time and date specified will not be considered.

5. QUESTIONS AND ADDENDA

Questions regarding this RFP may be directed to Gerald Dupont, Director of General Services, via email gensvcs@ci.manchester.ct.us or by fax (860) 647-5206 no later than five (5) days prior to the date proposals are due. All information given by the Town except by this RFP, and written addenda (if necessary) shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by any Proposer or prospective Proposer against the Town. Answers to questions, if appropriate, will be addressed in an addendum which will be issued by the Town of Manchester.

This Request for Proposal and any addendum shall only be issued on the Town web page www.townofmanchester.org/Genlsvce/default.htm. It shall be the responsibility of all interested firms to check the website for addenda prior to submitting a response to this Request for Proposal. No addendum shall be issued less than 2 calendar days before the due date unless it is to postpone the due date.

All proposals shall remain firm and cannot be withdrawn for a period of 90 days after receipt of proposals.

6. CONTENT OF PROPOSALS

The following information must be supplied with the proposals:

- A. Provide a letter of introduction including a brief description of your company and experience in the industry. Please include company name, address, contact name and title, phone number, fax number, email address and website information.
- B. Submit a list of at least five current clients and their contact information. This reference list should include at least two municipal or government agencies. Local references are preferred.
- C. Submit a detailed description of system capabilities and functions.
- D. Provide a detailed cost break down as follows:
 - Initial setup and training cost
 - First-year cost
 - A listing of all services included in price
 - Costs for any available services not included in annual cost
 - Anticipated 5yr maintenance and support costs
 - Cost for any annual updates, if not included in maintenance and support costs

Costs shall be based on ten users.

- E. Provide information on implementation support (staff training, program installation, troubleshooting support, etc...)
- F. Proposers taking exceptions to any requirement in this RFP shall state and explain such exceptions. The Town may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement contained herein. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposal.

7. SELECTION PROCESS

Proposals will be evaluated by the Town of Manchester Engineering Division based on the following factors:

- User interface
- Functionality of all tools
- Content and quality
- Cost
- Service and Support

The Town of Manchester shall select the responsible and responsive Proposal which is determined by the Town to be the best suited, most advantageous, and provides the greatest overall benefit to the Town on the basis of the criteria and evaluation factors included in this Request for Proposal. Cost shall be only one factor in the award decision. The Town expressly reserves the right to negotiate with the selected vendor prior to an award of any contract pursuant to this Request for Proposal.

8. GENERAL PROVISIONS

- 8.1 The Town reserves the right to reject any and all proposals and to waive any informalities or technical defects in any proposal. Non selection of any proposal will mean that another acceptable proposal was deemed to be more advantageous to the Town of Manchester or that no proposal was accepted.
- 8.2 The Town of Manchester is an equal opportunity employer, and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By submitting a Proposal for this Request for Proposal, all vendors and contractors agree to this condition of doing business with the Town and should the Town choose to audit their compliance, the vendor agrees to cooperate fully.
- 8.3 Any act or acts or misrepresentation of collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.

- 8.4 All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of Manchester are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices.
- 8.5 Assignment by the successful respondent to a third party of any contract based on the Request for Proposal or any monies due is prohibited and will not be recognized by the Town of Manchester unless approved by the Town in writing.
- 8.6 The Town will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of the Town and will not be returned. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act after evaluation and award decisions have been made.