

**TOWN OF STRATFORD**  
**REQUEST FOR QUALIFICATIONS**  
**RFQ #2015-019**



Architectural Design and Construction Management Services

Connecticut Air and Space Museum (CASM)  
Curtis Hanger Blight Removal and Historic Restoration Project  
1000 Great Meadows Road  
Stratford, CT 06615

Submission Deadline:

3:00 PM  
Friday April 17<sup>th</sup>, 2015

Address all Proposals to:

Town of Stratford, CT  
C/o Mr. Michael Bonnar, Purchasing Agent  
2725 Main Street  
Stratford, CT 06115

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## **SECTION 1 - SCOPE OF SERVICES**

The Town of Stratford's Department of Public Works is seeking qualified consultants to provide professional services for the architectural design and potential construction management related to the Curtis Hanger blight removal and historic restoration project. All qualified firms that are interested in providing these services to the Town of Stratford are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ).

The Curtis Hanger is a historically significant structure that is currently in a blighted condition. The Connecticut Air and Space Museum is in the process of planning to move their collection to the facility once the blight removal and historic restoration is completed. The project is being completed with different sources of funding received by the local HUD CDGB program and a grant received from the Connecticut Department of Economic and Community Development. As a result of this solicitation, the Town of Stratford may request a combination of architectural services related to pre-construction, construction, and closeout phases of the project. Qualifications provided in response to this request shall address the respondent's ability to provide the various services required in each construction phase which would include, but not be limited to, the elements as follows:

### **Task 1 - Programing Phase**

1. Provide for scoping of project needs based on availability funding and restrictions associated with project funding sources. The Consultant will need to task separate portions of their work to address the blighted conditions as determined under the CDBG HUD Funding requirements. An explanation of these conditions is provided in Appendix B.
2. Provide a schematic cost estimate and conceptual project schedule based on project scoping phase.

### **Task 2 - Schematic Design Phase**

1. Work with owner and construction manager on project selected project design
2. Estimate construction costs.
3. Facilitate meetings with Town staff and Representatives of CASM to review blight removal project and utilization needs to develop Schematic Design Documents.
4. Attend Pre-Development meeting with staff and address points of clarification regarding the project.
5. Prepare and submit Schematic Design Documents, Preliminary Specifications, Schematic cost estimate and schedule to the County staff for review and approval.

### **Task 3 - Construction Document Phase**

1. Prepare complete Construction Documents and Specifications related to the blight removal and historic restoration project.
2. Submit Construction Documents for review.

3. Correct plans to reflect issues noted by review.

#### **Task 4 - Bid Phase**

1. Assist with design of Bid Proposal and participate in pre-bid conference
2. Respond in writing to questions from bidders and prepare addenda as necessary.
3. Distribute plans to interested bidders and keep record of plan holder's list
4. Assist in evaluation of bids based upon subcontracts qualifications, compliance with bid requirements and price.

#### **Task 5 - Construction Administration Phase**

1. Facilitate Pre-Construction meeting and conduct regular bi-weekly construction progress meetings.
2. Coordinate with Construction Manager on all Requests for Change Proposals, Change Orders, etc. including maintaining a log of all such documents.
3. Provide direction for questions and concerns from the contractor and Construction Manager in resolution of problems.
4. Monitor construction progress, cost, quality and safety/risk management throughout the construction process.
5. Conduct Substantial Completion Inspection, coordinate with Construction Manager/Project Manager to create punch list, substantiate that items noted are completed, issue Substantial Completion Certificate.
6. Maintain records as required in the context of the both the HUD CDBG funding source and the DECD grant requirements.

### **SECTION 2 – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

Statement of Qualifications (SOQ) for this category will be evaluated according to the following criteria:

#### **A. General information. (20 points)**

Provide a general description of the company and/or team proposing to provide the services, including identifying key subconsultants. Provide an organization chart showing team organization and key personnel. For each key person, provide the following information:

- a) Length of time with the firm
- b) Total number of years of experience
- c) Applicable professional registrations, including state and year

**B. Experience and qualifications of the firm/team and key personnel. (50 points)**

1. Provide a list of the company’s and/or team’s relevant architect/construction management projects. For each reference project, please provide the following information:

- a) Description of the project, including project name and location
- b) Project owner and/or client information
- c) Role of the firm, including a description of the services provided
- d) Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project
- e) Approximate dates services were provided
- f) Reference information (two contacts including current telephone numbers per project); reference project information must be similar to those described in Section I – Scope of Services

2. List all Town of Stratford projects where the firm/team provided design services in the last five years, completed or ongoing, that are not already included in the preceding sections.

**C. Typical Rate Schedule (20 points)**

1. Provide a list of the company’s and/or team’s relevant billing rates. The Town will request a final lump sum proposal with a detailed task schedule from the chosen firm prior to preparing a professional services agreement.

**D. Current workload and ability of project team to start immediately. (10 points)**

Provide a table/list that summarizes the current major assignments of all key team members, percentage of time committed to each current assignment, anticipated end date of major assignments. Also include a statement as to when the team would be available to start work on projects that may be assigned as a result of selection under this solicitation.

**SECTION IV – SUBMITTAL REQUIREMENTS**

The Statement of Qualifications shall include a one-page cover letter, plus a maximum of 15 pages to address the SOQ evaluation criteria (excluding resumes but including an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Please provide five (5) copies of the Statement of Qualifications to the Town by 3 p.m. on Wednesday, April 15, 2014. The Town reserves the right to accept or reject any and all Statements of Qualification. The Town is an equal opportunity employer.

Delivered or hand-carried submittals must be delivered to the Town of Stratford’s Purchasing Department located on the 2<sup>nd</sup> floor of the Town Hall at 2725 Main Street, Stratford, Connecticut. On the submittal package, please display: Firm/team name and the words “Connecticut Air and Space

Museum (CASM), Curtis Hanger Blight Removal and Historic Restoration Project - 1000 Great Meadows Road Stratford, CT”.

All submittals shall be sent or delivered to:

**TOWN OF STRATFORD  
PURCHASING DEPARTMENT  
Attention: Michael Bonnar  
Town Hall  
2725 Main Street  
Stratford, CT 06614**

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2” x 11”) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

### **SECTION 5 – SELECTION PROCESS AND SCHEDULE**

The selected firm will be chosen using a qualifications-based selection process which will consist of evaluation of the following two elements: (1) Statements of Qualifications (SOQs) submitted in response to this RFQ, and (2) responses received from reference verifications.

The Selection Committee will evaluate each SOQ (worth a maximum of 100 points) according to the criteria set forth in Section 2 above. The panel will also score the references received for each firm/team. The top firms receiving the highest evaluations from the selection panel for the project category will be asked to submit a lump sum proposal for the project.

Please note that the Town may hold interviews at its sole discretion in order to help choose the most qualified firm. Those firms/teams will be invited by email to accept or decline the opportunity to interview.

The following tentative schedule has been prepared for this selection process:

**Responses to the RFQ Due April 17<sup>th</sup>, 2015 at 3 p.m.**

**Interviews Date: TBD – Will be scheduled with a short list of selected firms.**

**Final Selection Date: May 2015**

By submitting an SOQ, the respondent certifies that he/she has reviewed the Town of Stratford’s standard contract for professional services, including insurance requirements and, if selected to perform design services for the Town of Stratford, shall execute the Town’s required contract without modification or exceptions.

### **SECTION 5 – GENERAL INFORMATION**

**Town Rights.** The Town of Stratford reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the Town until the Town executes a written contract.

**Contact with Town Employees.** All firms interested in this project (including the firm’s employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, to assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

**Questions.** Questions pertaining to the Design Services selection process or contract issues should be directed to Michael Bonnar, Purchasing Agent, [mbonnar@townofstatford.com](mailto:mbonnar@townofstatford.com) | (203) 385-4044.