

# **TOWN OF STRATFORD**



## **REQUEST FOR QUALIFICATIONS** **RFQ 2018-008**

March 28, 2018

On-Call Consultant List  
for  
Architectural Design and Construction Management Services

Submission  
Deadline:

April 12, 2018 by 3:00

Address all Proposals to:

Stratford Town Hall  
C/o Mr. Michael Bonnar, Purchasing Agent  
2725 Main Street  
Stratford, CT 06615

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## **INTRODUCTION**

The Town of Stratford's Department of Public Works is seeking qualified consultants to provide professional services on an on-call basis in the category of architectural design services and construction management. 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).

## **SECTION I – SCOPE OF THIS SOLICITATION**

From this solicitation, the Department of Public Works will establish a list of on-call consultants for architectural design and construction management projects. This category is further defined below:

Architectural design projects will include design and/or construction administration of small to large scale capital project as requested by the Director of Public Works. Projects may include small scale building renovation projects, aesthetic related projects for parks, recreation and cultural related projects such as Town rights-of-way, Town owned buildings and properties, multi-use paths, parks, retention basin and parkway designs, and sporting facilities. The consultant will often be asked to perform tasks such as cost estimating, value engineering, design concept reporting, site master plan preparation, utility coordination, full color renderings and graphics to assist in project visualization, and public outreach.

The selection process will be tailored to CIP projects that are anticipated to be served by the on-call list. Selection under this solicitation is not selection for a specific project (or projects), but rather qualification for on-call use during the term for which this solicitation is effective. A master contract will exist between the Town of Stratford and the consultant. When a specific project is initiated, a separate task order with an associated scope and fee will be negotiated between the Town of Stratford and the consultant for each specific project.

Typical design tasks discussed in Section II refer to tasks that may be performed under specific projects. The Town of Stratford makes no guarantee that any consultant will receive a project or be able to enter into a specific project contractual relationship with the Town of Stratford. The Town of Stratford also makes no guarantee of a specific volume of work or a total contracted amount arising from this solicitation.

The Town intends to use the on-call lists whenever possible. However, the Town of Stratford reserves the right to "direct select" consultants not on the on-call lists to perform professional services, even for work within the same categories as this solicitation, when it is in the Town's best interest to do so, as determined solely by the Town. The Town of Stratford also reserves the right to issue separate solicitation(s) for a specific project(s), even for work within the same categories covered by this

solicitation, when it is in the Town's best interest to do so. However, the Town recognizes the time and expense in preparing an SOQ and anticipates using the lists whenever feasible.

The Town reserves the right to establish, by future solicitation, additional categories of on-call consultants for the Town's use. Said additional categories may, in some cases, overlap the disciplines and design areas for the categories established under this solicitation.

Consultants are required to submit Statements of Qualifications (SOQs). The next section discusses typical services that may be included in specific projects that ultimately are awarded under this solicitation. Said tasks are typical of this category.

## **SECTION II – TYPICAL DESIGN TASKS**

The Town will partner with the consultant during each project's work-order scoping stage to specifically define the scope of work for each project. The following is a summary of typical design tasks that are often included in projects' scope of work:

- **Task 1 – Project Management**
- **Task 2 – Design Reports**
- **Task 3 – Detailed Design and Construction Documents**
- **Task 4 – Bidding Assistance**
- **Task 5 – Construction Phase Services**

These typical tasks are discussed in greater detail in the subsections that follow.

### **Task 1: Project Management**

The consultant shall establish a project management system to provide adequate scope, schedule and budget control and be responsive to input from the Town. Status and project meetings with all participating Town staff shall be conducted on a regular basis. The purpose of these meetings shall be to report to the Town on project status issues such as work in progress, work completed, and delivery schedule.

Discussions on the various technical issues and strategies associated with all phases of a project shall take place during these meetings. In addition, meetings shall be held with the Town and other agencies to coordinate multi-jurisdictional components of a project. Meeting minutes documenting the decisions made and action items shall be prepared by the consultant and submitted to the attending parties.

**Task 1.1 – Project Meetings.** Consultant shall arrange for a kick-off meeting through the Town Project Manager. This meeting shall serve to clarify the lines of communication and other administrative details. Consultant shall then meet with the Town and participating agencies on an agreed to basis (as needed) to report project progress.

**Task 1.2 – Project Schedule.** Consultant shall provide a project schedule showing project meetings, project deliverables, and the major milestones required by the Town. The schedule shall be updated on a monthly basis.

**Task 1.3 – Project Status Reports.** Consultant shall provide a monthly project progress report as requested and it shall contain the following information for all projects that are currently under design and construction.

**DELIVERABLES:** MONTHLY STATUS MEETINGS  
MONTHLY SCHEDULE UPDATES  
PROGRESS REPORTS AND MEETING MINUTES

## **Task 2: Design Reports**

Many projects shall require a design concept report (DCR), which typically includes Conceptual (30%) Plans. If required by the Town, the DCR shall identify the purpose of the project, present the methodology used to define the proposed solution, summarize alternatives if applicable, provide an overview of specific issues and recommended solution(s), describe the improvements to be made, present conceptual plans delineating the limits of improvements and type(s) of work to be done, and provide a preliminary project cost estimate.

When required by the Town, the consultant shall be responsible for performing a topographic survey of the area including all existing features and utilities, and preparing mapping and base sheets to accurately show the existing conditions.

The DCR shall also identify and detail what coordination will be needed with existing infrastructure and stakeholders, in particular utility relocations, traffic control and businesses. These items shall be included in the preliminary cost estimates for each project as well.

**DELIVERABLES:** SURVEYING, MAPPING AND FIELD INVESTIGATIONS  
DESIGN CONCEPT REPORT (DCR), INCLUDING CONCEPTUAL PLANS AND ESTIMATE

## **Task 3: Detailed Design and Construction Documents**

Based on the approval of the DCR by the Town, the consultant shall prepare detailed design and construction documents for review. Each review of these documents shall include plans (drawn in AutoCAD to Town standards), cost estimate, and technical specifications.

**Task 3.1 – Detailed Design Engineering.** Provide complete consulting engineering and design services for landscape architecture.

**Task 3.2 – Design Review Submittals.** Develop detailed plans, specifications and project cost estimates and submit to the Town for review and approval at the following completion stages. Smaller scale projects might not need this level of review prior to finalization. The Town will determine the level of staff review that is required prior to beginning the defined scope of work. The following is a typical review process for Town projects:

- Schematic Design
- Design Development
- 50% Construction Documents (CD's)
- 90% CD's
- Final CD's

The consultant shall incorporate the Town's review comments into the subsequent submittal. The consultant shall prepare a tabulation of the review comments and the proposed resolution for each comment. Consultant must provide a brief explanation for each comment that it proposes to not incorporate; otherwise the Town expects all comments to be addressed.

**Task 3.3 – Cost Estimates.** Consultant shall prepare detailed construction cost estimates for each submittal. Cost estimates shall reflect current market conditions and project timeframes.

**Task 3.4 – Comment Resolution Meetings.** The consultant shall participate in review meetings with Town staff, tabulate and address comments, and submit a written comment resolution summary at each plan review stage. Responsiveness and communication relative to review comments are key components when evaluating the consultant's performance. The Town recognizes that previous comments may be superseded as design progresses and that some review comments require additional discussion and engineering judgment prior to final resolution. Comment resolution meetings should be scheduled in order to facilitate this discussion and resolution. The Town's expectation is that responses be documented for all review comments and that the consultant should never independently delete or ignore review comments.

**Task 3.5 – Utility Coordination.** The consultant shall assist with utility coordination and agency approvals by performing such tasks as preparing applications and supporting materials in order to secure permits and approvals for the project as well as holding utility coordination meetings.

The Town of Stratford will provide general coordination by requesting mapping, distributing progress plan submittals to utility companies and other agencies, and related tasks. The consultant shall be responsible for incorporating existing utility information into the drawings and preparing its design with due consideration given to existing utilities and infrastructure.

**Task 3.6 – Public Meetings.** When requested by the Town, the consultant shall assist with stakeholder and public meetings. The Town, through its Engineering Public Relations office, will handle the day-to-day tasks associated with public outreach and communication with the public and stakeholders. The consultant shall be primarily responsible for preparing supporting documentation, such as exhibit boards, and attending public meetings to help answer questions.

**Task 3.7 – Final Bid Documents.** The consultant shall furnish the Town with one (1) full-sized set of plans on bond paper, specifications and a cost estimate at each review stage with final specifications and documents for the bid release. The Town will provide reproduction of the drawings and documents for reviews, submittals, and bidding. Final drawings and specifications shall also be submitted in electronic format.

**Task 3.8** – Final Design Reports. The detailed design development will likely generate some minor revisions and updates to the design report prepared at the 30% submittal stage. The consultant shall incorporate such updates and submit a final report to the Town for review.

#### **Task 4: Bidding Assistance**

If requested by the Town of Stratford, the consultant shall provide bidding assistance services such as:

- Attend a Pre-Bid Meeting for the project to discuss the bid documents, field conditions, and answer questions. Prepare Pre-Bid Meeting minutes for review and distribution.
- Answer questions during the bidding period from prospective contractors and vendors and prepare a telephone log summary of questions and answers.
- Prepare addenda for review and approval by the Town. The Town will distribute to plan holders.

**DELIVERABLES:**           PRE-BID MEETING MINUTES  
                                  ANSWERS TO QUESTIONS FROM BIDDERS  
                                  FURNISH ADDENDA TO THE BID DOCUMENTS

#### **Task 5: Construction Phase Services**

Construction phase services may be required at the Town’s discretion. The Town may elect to self-perform construction administration and inspection on the projects, or may request the consultant provide these services. Regardless of the level of service ultimately needed for construction services, successful experience in this area is desirable. The construction administration assignment will be determined prior to completion of the design and a contract amendment issued as needed, to avoid delaying the project.

The following is an outline of basic services that may be requested by the Town:

- Project administration assistance
- Participate in the pre-construction meeting and/or progress meetings
- Review shop drawings, submittals, and respond to Contractor RFI’s
- Review project reports created by the Town Inspector or submitted by the contractor
- Review technical proposals and cost submittals and make recommendations
- Construction observation, inspection, and quality control testing services
- Assist with project closeout activities including the filing of all required forms for the completion of warranties, State and Federal Requirements, and Commissioning of Mechanical Facilities.

The consultant may be requested to prepare Record Drawings for the project, based upon the Contractor furnished information and field observations, after project completion. The Record Drawings, if requested, shall be required in both hard copy and digital format (AutoCAD).

**DELIVERABLES:** DOCUMENTATION OF THE CONSTRUCTION PROJECT  
CONSTRUCTION MEETING MINUTES  
CONSTRUCTION OBSERVATIONS AND INSPECTION  
QUALITY CONTROL TESTING

### **SECTION III – 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 sub-consultants. Provide an organization chart showing team organization and key personnel.

#### **B. Experience and qualifications of the firm/team and key personnel. (60 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) Approximate dates services were provided
- d) Reference information: Provide a minimum of three reference with contract information.

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.

### **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 12, 2018**. 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 "On-Call Consultant List for Architectural Design and Construction Management Services 2018".

All submittals shall be sent or delivered to:

**STRATFORD TOWN HALL  
PURCHASING DEPARTMENT  
Attention: Michael Bonnar  
ROOM 202  
2725 Main Street  
Stratford, CT 06614**

If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the Town files. Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- Receipt of submittal by the specified cut-off date and time
- Receipt of the number of copies of the submittal specified
- Adherence to maximum page requirement
- Delivery of submittal to correct location

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 V – SELECTION PROCESS AND SCHEDULE**

The firms/teams 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 IV 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 on the on-call list. The Selection Panel will forward the list of firms for each category to the Director of Public Works for concurrence.

Please note that interviews may not be held to establish new on-call consultants. However interviews may be held, at the Town's sole discretion, for select projects as an additional differentiation between firms on the on-call list for specific projects.

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

**Official notification of the status of selection will be by letter.**

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 VI – GENERAL INFORMATION**

**RFQ Lists.** This Request for Statements of Qualifications will be listed on the Town's web site. The Town of Stratford shall not be held responsible for any oral instructions. Any changes to this Request for Statements of Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Statements of Qualifications (RFQ) holders.

**Duration of On-Call Lists.** Unless otherwise determined by the Town, the on-call lists to be established under this solicitation will become effective during April 2018. Unless otherwise determined by the Town, the on-call consultants lists established under this solicitation will remain valid through April 2019, with the Town reserving the right to extend one or more of the on-call lists by one additional one-year term. Said extension shall be in writing to the firms/teams on the list to be extended.

**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 sub-consultants) 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@townofstratford.com](mailto:mbonnar@townofstratford.com)

**Conflict of Interest:** No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

**Reservations:**

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.