



REQUEST FOR QUALIFICATIONS/PROPOSAL
RFP #2012-003

ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR
STRATFORD HIGH SCHOOL

Services Requested: The Town of Stratford is seeking qualification statements and fee proposals for Architectural and Engineering Design Services for the design of the Stratford High School Renovation and Addition project. The purpose of this project is to meet the requirements of the educational specifications and needs outlined in the feasibility study conducted by Tai Soo Kim Partners. The renovation of the facility will be designed to “renovate like new” standards to meet the requirements of the State Department of Construction Services.

Qualifications due: 3:00 PM, February 2, 2012
No proposals will be accepted after the noted date and time.

Deliver to: Michael Bonnar, Purchasing Agent,
2725 Main St., Stratford, CT 06615

Contact Person: Robert Sweger, Superintendent of Plant and Transportation for
Stratford Board of Education. Contact phone number 203-385-4216.

Scope of Work: The architectural and engineering services will include the following tasks, at a minimum:

- Meeting and collaborating with the owner and educational staff to review the goals of the project.
- Work with the owner to develop designs to meet the educational specifications / programmatic needs and fully comply with building codes, while maximizing state reimbursement.
- Preparation of multiple Conceptual Design options, including preliminary programming, floor plans, elevations, site plans.

- Prepare Schematic Designs in CAD format to define and address all requirements determined from the conceptual designs and as required to communicate the scope and intent of the work, and for cost estimating.
- Prepare Design Development plans and specifications to further define the details of the project and as required for updating the cost estimate.
- Prepare Construction Documents including details plans, specifications and bidding documents that clearly define the character, quality and quantity of work to be constructed for all disciplines.
- Prepare and manage the FF&E process including but not limited to preparation of bid documents, assist the purchasing department with the bidding of FF&E, analysis of bid results and recommendations to owner.
- Attend all Bureau of School Facilities (DCS) Prep Meetings, PCT meetings and prepare all documentations necessary for approvals.
- Include all requirements of other state agencies as applicable (Flood management, hazardous materials testing and remediation, etc).
- Provide Construction Administration services during construction.
- Provide assistance in filing all necessary State forms and grant applications, including EDO-49 supplements.
- The design shall be consistent with or exceed a LEED silver rating or equivalent standard as mandated by CGS 16a-38k.
- Help solicit and review Commissioning Agent services. Work with Commissioning Agent during design, construction and close out phases.
- Work with Construction Manager during design, construction and close out phases.
- Meetings as required with the Committee(s) and end users (unlimited).
- Attendance at all meetings as required to obtain all town and state approvals as well as reporting the status of design and construction to the Building Needs Committee.

Minimum Qualification Criteria: Eligible design teams are required to meet all of the following qualification criteria.

- The lead design firm must have completed a minimum of five (5) public school projects in the State of Connecticut in the past five (5) years, of which a minimum of two (2) are high school projects, with a construction budget no less than \$20 million.
- Information to be provided for each school project shall include: a description of the project, scope of services provided and one (1) acceptable reference for at least three (3) of the projects (1 of which shall be a high school project).
- The lead design firm must have at least two (2) in-house LEED Accredited Professionals.
- Experience working with the State Department of Construction Services, (Bureau of School Facilities).
- Firm(s) shall be properly insured and licensed to practice architecture and/or engineering in the State of Connecticut.
- The lead firm must maintain a minimum of \$2,000,000 of Professional Liability Insurance for the duration of the project.

Required Information: Submission of the following information will be required for consideration and must be organized with the following sections:

- Section 1 – Provide documentation as required to indicate compliance with the Minimum Qualification Criteria listed above. This section will determine if the proposer will proceed further in the selection process.
- Section 2 – Provide a cover letter that outlines how your firm will meet or exceed expectations for this project.
- Section 3 – Provide resumes of personnel that will be assigned to this project from your project team, organizational structure and relevant experience.
- Section 4 – Describe your approach to the Concept Design option phase.
- Section 5 – Demonstrate how your firm will meet schedules and deadlines. It is assumed that design would start July 2012.
- Section 6 – Describe how your firm will manage the design phase and construction document phases of the project, including designing within budget.
- Section 7 – Provide information regarding your past experience with change orders including what process your firm will use to manage the number of change orders to the construction contract.
- Section 8 – Describe how your firm will design the building to minimize future operational costs.
- Section 9 – Provide information of your firms experience with Building Information Modeling, including recent projects where you have implemented BIM.
- Provide a detailed scope of work and fee proposal. Submit the fee proposal in a separate sealed envelope.

Owner Furnished Information: The following information will be provided to the successful firm for use on the project.

- Digital copy of Assessors map and 1994, 100ft. Scale, 2ft contour, Town topographic map
- Scanned copies of previous high school plans from 1970 and 1987 renovation.
- Current Demographic study
- School needs Committee Reports
- Feasibility study report prepared by Tai Soo Kim Partners.
- Educational Specifications (prepared with feasibility study)

Format for Submission

- Qualifications shall be submitted simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFP, outlined in a cover letter. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.
- Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete proposals will be considered non-responsive and subject to rejection.

- Submittals shall be double sided, include a “Table of Contents” and be clearly tabbed for each part of the Qualifications package requirements. Provide a total of **13 original qualifications submittals and two (2) copies of your fee per attached Exhibit ‘A’ in a separate sealed envelope labeled clearly with the name of the project, town solicitation number, consultant firm name and the fact that it contains the fee.**

Selection Criteria:

- Submission conforming to Required Information.
- Previous experience in the design of public facilities in the Town of Stratford. Familiarity with the Town of Stratford’s public project’s approval process.
- Lead firm must be a licensed architectural firm in the State of Connecticut.
- Firm must have at least one principal of the firm dedicated to the oversight of the design and construction administration of the project.
- Successful experience and familiarity with the State Bureau of School Facilities (DCS).
- Design team’s knowledge of sustainable design requirements per CGS 16a-38k
- Qualifications of assigned personnel and sub-consultants, including individual’s experience with high schools.
- Project Approach
- Positive Reference Checks

Selection Process: The selection process may proceed in a four-step process consistent with the requirements of the State of Connecticut.

- Step One: Submitted Qualifications Statements will be reviewed for adherence to the Minimum Qualification Criteria listed above. If all of the minimum requirements are satisfied, the qualification package will be reviewed and graded. If the minimum qualifications are not met, then your fee proposal will be returned unopened.
- Step Two: Submitted Qualifications Statements will be reviewed and evaluated against the Required Information listed above and scored appropriately.
- Step Three: The Fee’s will be opened, evaluated, and incorporated into the qualification score.
- Step Four: A short list of the most responsible qualified proposers will be selected to interview by a Town subcommittee. Final selection will be chosen from the short list of most responsible qualified proposers.

The Town of Stratford reserves the right to modify the above process if it is considered to serve the best interests of the project and maintain consistency with the requirements of the Connecticut General Statutes.

The Town of Stratford further reserves the right to accept or reject any or all qualification statements of parts thereof, for any reason, if such action is in the best interest of the Town of Stratford.

EXHIBIT 'A'

Fee Proposal

The undersigned hereby proposes to provide Architectural and Engineering services for
“**Stratford High School**”.

Conceptual Design \$ _____

Schematic Design \$ _____

Design Development \$ _____

Construction Documents \$ _____

Bidding Phase \$ _____

Construction Administration \$ _____

FF&E \$ _____

Close out & Audit \$ _____

Total Base Fee..... \$ _____

LEED Certification..... \$ _____
(Compilation & submission of documents to USGBC)

Reimbursable Expenses (not to exceed) attach a breakdown
of anticipated expenses..... \$ _____

Traffic analysis...(allowance)..... \$ _____

Special Inspections...(allowance)..... \$ _____

Environmental testing (allowance)..... \$ _____

On site project representation (in addition to CA services)\$ _____ per hour

The undersigned acknowledges that the costs of items listed below as the A&E responsibility are included in their base fee indicated above.

<u>Services</u>	<u>Responsibility</u>
Multiple conceptual designs as necessary.....	A&E
Preliminary designs as necessary.....	A&E
Mechanical engineering.....	A&E
Electrical engineering.....	A&E
Fire protection engineering.....	A&E
Structural engineering.....	A&E
Civil engineering.....	A&E
Landscape Design.....	A&E
Interior Design.....	A&E
LEED Silver equivalent design (not LEED certification)....	A&E
Energy Modeling.....	A&E
Record Drawings (As-Built).....	A&E
Coordination of Owner's consultants as required.....	A&E
FF&E design, bidding and administration.....	A&E
Telecommunication / data design.....	A&E
Security design.....	A&E
Food service consultant.....	A&E
Acoustical consultant.....	A&E
Traffic analysis (allowance).....	A&E
Color Renderings of final design.....	not required
Special Inspections (allowance).....	A&E
Statement of Special Inspections.....	A&E
On-site project representation (hourly rate).....	A&E
Land Surveying Services, boundary and topographic.....	A&E
Wetlands delineation.....	not required
Geotechnical Services.....	A&E
Furnish existing Environmental Studies and Reports.....	Owner
Design Environmental Studies and Reports.....	A&E
Owner supplied data coordination.....	Owner
Schedule development and monitoring.....	Owner and A&E
Cost estimating.....	A&E
Commissioning.....	Owner
Construction Manager or CM as advisor.....	Owner

In submitting this proposal, we agree:

- a) To hold the proposal open for ninety (90) calendar days after the actual Proposal Opening date.
- b) To enter into and execute a Contract for the indicated services.
- c) To accomplish the work in accordance with the Contract Documents and within the Contract Time.

Name of Company _____ Date _____

Address _____

Telephone _____ Email _____

Printed Name of Authorized Agent _____

Signature of Authorized Agent _____

Title of Authorized Agent _____