



# City of New London

Department of Finance-Purchasing Agent

13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

## Request for Qualifications Specifications Attached

**RFQ No.:** 2011-17

**Opening Date and Time:** January 10, 2011 at 2:00 P.M.

**School Facilities Assessment Services**

**Special Instructions:**

The following information must appear in the lower left hand corner of the envelope:

RFQ No.: 2011-17

Not to be opened until January 10, 2011 at 2:00 P.M.

**Return Bid to:**

William R. Hathaway, Purchasing Agent  
City of New London  
13 Masonic Street  
New London, CT 06320

**Bids shall not be accepted after the Opening Date and Time indicated above.**



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## PLEASE RETURN THIS FORM IMMEDIATELY

Acknowledgement: Receipt of Request for Qualifications

**RFQ No.: 2011-17**

### School Facilities Assessment Services

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures and will ensure that you receive any addendum that may be issued.

Date Issued: 12/20/2010  
Date documents received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Do you plan to submit a response? Yes \_\_\_\_\_ No \_\_\_\_\_

Print or type the following information:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Received by: \_\_\_\_\_

**Note: Faxed or e-mailed acknowledgements are requested.**

**Fax No.: (860)447-5297**

**E-mail: [whathaway@ci.new-london.ct.us](mailto:whathaway@ci.new-london.ct.us)**

**Fax this sheet only. A cover sheet is not required.**



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Purchasing Agent

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## REQUEST FOR QUALIFICATIONS SCHOOL FACILITIES ASSESSMENT SERVICES

The City of New London (City) is seeking statements of qualifications from design consultants to provide professional services for a facility audit encompassing two (2) City schools. The study will include assessing the following general building components:

1. mechanical, electrical, plumbing and fire protections systems
2. architectural and structural systems
3. roofing systems
4. site systems

The City has approximately 369,800 (three hundred sixty nine thousand eight hundred) SF of buildings in the two school buildings that will require survey. The purpose of the study is to identify and catalog the maintenance needs of the various buildings in order to facilitate the operating and capital budgeting process for the next ten (10) years.

### SCHOOL PROFILES

**New London High School (NLHS)** is a co-educational public school serving approximately 1,025 students in grades 9 – 12. The total number of students served includes students from the Science and Technology Magnet High School of Southeastern Connecticut (STMHS).

The campus is a 17 acre site located at 490 Jefferson Avenue in New London, CT and includes the academic facilities for NLHS and the STMHS. NLHS is a multi-story, 195,711 square foot facility built in 1970. The STMHS is a multi-story, 54,000 square foot facility built in 2005. The STMHS shall not be included in the Facilities Condition Assessment.

The entire campus includes administrative offices, all academic facilities, gymnasium, library, auditorium, cafeteria, swimming pool, athletic fields and tennis courts.

**Bennie Dover Jackson Middle School (BDJMS)** is a co-educational public school serving approximately 595 students in grades 6 – 8.

The campus is a 5.65 acre site located at 36 Waller Street in New London, CT. BDJMS is a multi-story, 174,089 square foot facility originally built in 1951 and underwent a major renovation in 1993.

The entire campus includes administrative offices, all academic facilities, gymnasium, library and cafeteria.

### SCOPE OF SERVICES

The scope of work entails reviewing existing conditions, reports, maintenance files, and discussions with maintenance staff as part of providing a detailed assessment of major building components. The life safety codes, accessibility codes, and portions of the building code for occupancy are to be utilized in this study. The assessments, for all deficient items, shall include a recommended correction and expected remaining life based on actual physical conditions when applicable. A cost estimate for recommended replacement or repair shall be part of this study. The study shall include photographic documentation wherever possible to aid in the delineation of deficiencies. The report should contain spreadsheets listing deficiencies by building, as well as a separate spreadsheet sorted by priority (regardless of

building). A sample ten-year budget request should be included, proposing which projects should be undertaken each year,

It is the City's intent to retain one (1) consultant to administer, coordinate and complete this comprehensive study.

The major components are:

A. Mechanical, electrical, plumbing and fire protection assessment. All assessments to be performed by a qualified professional engineering firm, or other accredited professional.

1. The **mechanical scope** shall include reviewing all operational mechanical components, including but not limited to:

- i. Code compliance
- ii. Packaged air conditioning systems
- iii. Fan coils and unit ventilators
- iv. VAV systems
- v. Chilled water systems
- vi. Hot water systems
- vii. Air filters
- viii. Economizers
- ix. Ductwork
- x. Controls and set points
- xi. Indoor air quality
- xii. Energy conservation improvements

2. The **plumbing scope** shall include reviewing all operational mechanical components, including but not limited to:

- i. Code compliance
- ii. Domestic water systems
- iii. Sanitary systems
- iv. Fixtures, sinks, toilets, urinals, water fountains, shower fixtures
- v. Roof and interior storm water systems
- vi. Pumps
- vii. Controls
- viii. Backflow
- ix. Grease traps
- x. Fire suppression systems: kitchen hood, area and room sprinklers
- xi. Energy conservation improvements

3. The **electrical scope** shall include reviewing all operational mechanical components, including but not limited to::

- i. Code compliance
- ii. Swithgear
- iii. Panel boards
- iv. Transformers
- v. Lighting
- vi. Electrical devices
- vii. Fire alarm systems
- viii. Telephone and internal building communication systems
- ix. Clock and speaker systems
- x. Technology infrastructure
- xi. Energy conservation improvements
- xii. Security

B. Architectural conditions are to be reviewed and coordinated through a professional architectural firm. Structural conditions are to be reviewed and coordinated through a structural engineering firm. It is the intent

of this project to document structural issues assessed as part of a visual inspection and not perform a complete structural analysis of each building.

1. The **architectural and structural scope** shall include but not be limited to:

- i. Code compliance
- ii. Exterior and interior walls
- iii. Windows and doors
- iv. Awnings
- v. Exterior finishes
- vi. Food service
- vii. Restrooms
- viii. Chalkboards/whiteboards
- ix. HAZMAT review from existing reports
- x. General cleaning and maintenance
- xi. Visual view of building conditions
- xii. Energy conservation improvements

2. **Roof Assessment**-a professional architectural or engineering firm (or accredited roofing professional) shall provide a roof assessment. This work shall include but not be limited to:

- i. Code compliance
- ii. Site improvements (pavement, curbing, lighting, sidewalks, fences, flagpoles, catch basins and covers, manholes, retaining walls)
- iii. Subsurface evaluation through existing documents
- iv. Assessment of vegetation
- v. Review of playground equipment
- vi. Irrigation systems
- vii. Underground utilities
- viii. Underground tank assessment
- ix. Sanitary sewer facilities
- x. Parking and bus circulation

C. The City Building Official and Fire Marshall are currently performing a similar study for the remaining City-owned facilities with a scheduled completion date of June 30, 2010.

It is the intention of the City to Coordinate the two studies by sharing information and discuss alternatives.

### **Project Execution Timeframe**

It is the intention of the City to award and have the facilities condition assessment completed by June 30, 2011.

### **CITY MANAGEMENT TEAM**

Timothy MacDuff  
Building and Grounds Supervisor  
New London Public Schools  
134 Williams Street  
New London, CT 06320

Christine Carver  
Assistant Superintendent of Schools  
New London Public Schools  
134 Williams Street  
New London, CT 06320

### **SUBMITTAL DEADLINE**

Firms responding to this request must submit one (1) original and ten (10) copies of their qualifications to the City of New London no later than January 10, 2011 at 2:00 p.m. Qualifications should be sent to:

William R. Hathaway  
Purchasing Agent  
City of New London  
13 Masonic Street  
New London, CT 06320

Submission packages are to be sealed and clearly marked on the outside to indicate their submission is for:

**2011-17 Schools Facilities Assessment”**

Each qualification document shall contain the following information:

1. A complete description of the submitting firm and proposed consultants
2. Resumes of the team members and key consultants
3. Prior experience on similar projects
4. Client references
5. Additional RELEVANT supporting information

**GENERAL CONTRACT TERMS AND CONDITIONS**

A. Award of the Contract:

1. The City reserves the right to reject any or all proposal and to waive any informalities.
2. The successful Offeror shall, within fifteen (15) calendar days after prescribed documents are presented for signature, execute and deliver to the City the contract forms and any other forms or bonds required.
3. Any contract resulting from this process is not assignable.

**PROPOSAL SUBMISSION REQUIREMENTS**

- A. The City will not accept oral proposals, or proposals received by telephone, FAX machine, email or telegraph
- B. All erasures, interpolations and other changes in the proposal shall be signed or initialed by the Offeror
- C. The proposal security, if any, and any other documents required, shall enclosed in a sealed opaque envelope. The envelope containing the proposal shall be sealed and marked in the lower left-hand corner with the number, title, hour and due date of the proposal.
- D. The time proposals are received shall be determined date stamped and time certified by the City. Offerors are responsible for ensuring that their proposals are stamped by the deadline indicated
- E. By submitting a proposal in response to this Request for qualifications, the Offeror represents that they have read and understand the Scope of Services and have familiarized themselves with all federal, state and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the contract works.

- F. The failure or omission of any Offerors to receive or examine any form, instrument, addendum, or any other documents or to acquaint themselves with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to their proposal or to the contract
- G. A proposal may be modified or withdrawn by the Offeror at any time prior to this time and date set for the receipt of proposals. The Offeror shall notify the City in writing of their intentions.
1. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
  2. Modified and withdrawn proposals may be resubmitted up to the time and date set for the receipt of the proposals.
- H. All proposals received in the Purchasing Office on time shall be accepted. All late proposals received in such Office shall be returned to the Offeror unopened. Proposals shall be opened to public inspection only after award of the contract.

## **PROPOSAL EVALUATION/SELECTION PROCESS**

An Architect/Engineer Selection Committee will evaluate proposals and make recommendations to the City using the following criteria:

- Compliance with RFQ (15%)
- Understanding of the project, including problems and needs (25%)
- Soundness of the proposed approach and timetable (20%)
- Qualifications and relevant experience with similar projects of the personnel to be assigned to the project (20%)
- Quality of references (10%)

The City will schedule interviews with up to seven (7) firms prior to the selection of four (4) finalists. These will be scheduled by the Purchasing Agent with no responsibility to the City for expenses incurred. Key representative of the architect, including those staff and consultants to be assigned to the project, are expected to be in attendance at the presentation.

Upon selection of finalists, they will be asked to submit a fee proposal for consideration by the City. Details of the proposal will be discussed with the finalists.