

## **LEGAL NOTICE**

TOWN OF AVON, CONNECTICUT

REQUEST FOR QUALIFICATIONS FOR  
ARCHITECTURAL/ENGINEERING DESIGN SERVICES  
FOR THE  
RENOVATION OF THE AVON MIDDLE SCHOOL SCIENCE LABS

**June 3, 2015**

The Town of Avon invites sealed statements of qualifications for Architectural/Engineering Design Services for six (6) classrooms at the Avon Middle School until 10:00 AM on June 24, 2015.

The documents comprising the Request for Qualifications may be obtained in person at the Avon Town Hall, Office of the Town Manager, 60 West Main Street, Avon, CT 06001, during the hours of 8:30 AM – 4:30 PM Monday through Friday or on the Town’s website, [www.avonct.gov](http://www.avonct.gov), (under “QUICK LINKS”) Public Bids & RFPs.

The Town of Avon reserves the rights to amend or terminate this Request, to accept all or any part of a qualification, to request additional information, to reject any or all respondents, to waive any informalities or non-material deficiencies in a response, and to take any and all other action that, in the Town’s sole judgment, will be in its best interests.

**TOWN OF AVON, CONNECTICUT**  
**REQUEST FOR QUALIFICATIONS**  
**ARCHITECTURAL/ENGINEERING DESIGN SERVICES**  
**FOR THE**  
**RENOVATION OF THE AVON MIDDLE SCHOOL SCIENCE LABS**  
**14/15-14**

**RFQ Closing Date/Time:** June 24, 2015 – 10:00 AM

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The Town of Avon is seeking statements of qualifications from architectural/engineering firms licensed to do business in the State of Connecticut for professional design services to provide comprehensive design and construction administration services, as well as related work, for the renovation of the Avon Middle School Science Labs (the “School Project”).

The purpose of this Request for Qualifications process is to identify the most responsible qualified respondents. Following analysis of the responses to this Request for Qualifications, the Town intends to develop a list of qualified individuals or firms who will be invited to participate in a subsequent Requests for Proposals (“RFP”) for the School Project. The selection procedure for this RFQ, the RFP, the interviews of finalists, and the notice of award to the most responsible qualified proposer is set forth in greater detail herein.

The selected firm will develop a design and project budget for the School Project, which shall include the expansion, renovation, and modernization of the existing labs and related support spaces. The total square footage of the existing labs shall be increased to meet current Connecticut Bureau of School Facilities standards. Existing HVAC and plumbing systems shall be upgraded as required.

The project will be subject to the State of Connecticut Department of Construction Services Office of School Facilities (CTDCS OSF) requirements. Candidates shall demonstrate project experience and knowledge of these requirements.

The School Project shall be divided into two phases:

**Phase I** will consist of a comprehensive study that will include meetings with the School Building Committee, staff and administrators to develop the “Educational Specification” for the School Project, a detailed examination of the existing science facilities, the development of a “Space Needs Program,” a comparative analysis of the recommended program and the space available within the existing facility, preliminary designs concepts and project cost estimates. The final study report will be presented to the School Building Committee for review and approval.

**Phase II** is conditional and shall commence at the sole discretion of the Town and only upon the successful receipt of funding. Phase II shall include all design phases required to complete the renovation of the Avon Middle School Science Labs including Schematic Design, Design Development, Construction Documents, Bureau of School Facilities Review and Approval, Bidding Assistance, and Construction Administration.

Responses cannot be withdrawn for sixty (60) calendar days after the submission deadline.

The Town reserves the rights to amend or terminate this Request for Qualifications, to reject any or all respondents, to request additional information, to waive any informalities or non-material deficiencies in a response, and to take any and all other action that, in the Town's sole judgment, will be in its best interests.

### **SUBMISSION PACKAGES**

Submissions should include the following information:

- Letter of Transmittal
- Firm Overview
- Similar Project Experience
- Resumes of Project Team Members including Consultants
- A Preliminary Project Schedule for Phase I

Five (5) copies of the qualifications package should be submitted to the Town Manager's Office by 10:00 AM June 24, 2015. Packages should be addressed and delivered to: Brandon Robertson; Town Manager, 60 West Main Street, Avon, CT 06001.

Packages should be marked ARCHITECTURAL SERVICES – AVON MIDDLE SCHOOL SCIENCE LABS RENOVATION.

### **CONTENTS OF SUBMISSION**

An authorized person representing the legal entity of the respondent must sign the response and all forms included in this RFQ.

Responses shall be organized and presented in the order listed below to assist the Town in reviewing them. Responses should be presented in sufficient detail to respond thoroughly to each requirement and expected service described in this RFQ:

- a. A Table of Contents, including clear identification of the material provided by section and number;
- b. A cover letter containing the respondent's interest in providing the comprehensive design and construction administration services and any other information that would assist the Town in making a selection;
- c. The name, telephone number, and e-mail address of the person to be contacted for further information or clarification;
- d. A background statement, including a description of the firm or individual submitting the proposal and the applicable State of Connecticut license numbers;
- e. A list of the respondent's staff members, a description of their background and experiences, and a description of role(s) they have been assigned in similar consulting arrangements;
- f. A complete list of similar professional service engagements during the most recent five (5) years, including the client name, and the client contact's name, address and telephone number. Please also identify by name and complete address all sub-consultants used to perform additional services;

g. A description of the respondent's overall approach to addressing the Town's need for comprehensive design and construction administration services, including staff availability and the respondent's ability to respond timely to the Town's request for assistance;

h. A concluding statement of the reasons the respondent believes it/he/she is best qualified to meet the Town's needs;

i. The Background Disclosure Form attached to this RFQ;

j. The Legal Status Disclosure Form attached to this RFQ; and

k. The Statement of References Form attached to this RFQ.

### **MINIMUM AND PREFERRED QUALIFICATIONS**

The Town expects each respondent to meet at least the following minimum qualifications:

1. The respondent must have demonstrated experience as a construction manager, owner's representative, or architect in the completion at least two (2) school construction projects in Connecticut of similar size and scope to the School Project in the last ten (10) years.
2. The respondent must have demonstrated experience providing construction management, owner's representative, or architectural services to multiple public school districts in Connecticut.
3. The respondent must demonstrate strong architectural and engineering skills. The selected firm must demonstrate the ability to work collaboratively with towns, school boards, building committees, owner's representatives and construction managers.
4. The School Project will be subject to requirements of the State of Connecticut Department of Administrative, Division of Construction Services Office of School Facilities and the Department of Education, Bureau of Grants Management. Candidates shall demonstrate project experience working with and extensive knowledge of these agencies and their requirements.

The written response to this RFQ must also include the following information, which shall be used as criteria for selecting firms from which to solicit RFP responses, finalists to be interviewed, and the firm ultimately selected as the most responsible qualified proposer to serve as the owner's representative:

1. List the school districts and projects for which the firm has provided architectural or engineering services of the type sought here. Include only current projects or projects completed within the last ten (10) years.

2. Describe experience with working with community and government on local and state level, particularly in the context of school construction.

3. Indicate who will be providing any services sought in this RFQ that may be subcontracted.

4. Describe experience with defining and implementing the requirements for state grants and/or reimbursement from the State of Connecticut Department of Administrative, Division of Construction Services Office of School Facilities and the Department of Education, Bureau of Grants Management, and other laws and regulations applicable to Connecticut school construction.

5. Demonstrate understanding of and ability to provide the services set forth in this RFQ.

6. Describe experience working with construction managers, owner's representatives, commissioning agents and other consultants during design and construction activities, particularly design of school projects similar in size and scope to that sought here.

7. Demonstrate successful experience with State audits of completed school construction projects.

### **PRESUMPTION OF RESPONDENT'S FULL KNOWLEDGE**

Each respondent is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website and the failure to attend the optional site visit described above, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each respondent is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the provision or goods or performance of the work described herein.

By submitting a statement of qualifications, each respondent represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFQ, and it is capable of performing the work to achieve the Town's objectives.

### **EVALUATION CRITERIA**

This submission is for qualifications only. The Town of Avon will review submissions and select up to four firms to be shortlisted. The shortlisted firms will be asked to provide a fee proposal and may be interviewed at a date to be determined.

In accordance with General Statutes § 10-287, the Town will evaluate the responses to this RFQ and select a group of individuals and/or firms from whom RFP responses, including pricing information, shall be sought. The Town will evaluate all statements based on the information requested in this Request for Qualifications. The Town will take into account the overall firm qualifications, key personnel experience, project experience, and related information. Failure to provide detailed information as requested above may result in lower evaluation.

In performing the above evaluation, the Town will consider the following factors, among others, in evaluating responses: experience, references, capabilities, past performance, and other relevant criteria, including the following: accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as stated in this RFQ; the respondent's qualifications, experience, and ability to provide the services and expertise requested; ability to respond promptly to requests; past performance; and other criteria relevant to the Town's interests, including compliance with the

procedural requirements stated in this RFQ. The Town will not select a respondent who is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.

Pursuant to General Statute § 10-287, following the qualification process, the Town shall evaluate the qualifications and request proposals, including pricing information, on the basis of the factors described herein. On the basis of the received qualifications and proposals, the Town shall determine a maximum of four (4) most responsible qualified proposers. The term “most responsible qualified proposers” means the proposer who is qualified by the Town when considering the factors necessary for faithful performance of the School Project based on the criteria and scope of work included in the request for proposals. The Town will select the lowest responsible qualified proposer, meaning that, in addition to price, due consideration will be given to factors such as a proposer’s experience, references, capabilities, past performance, and other relevant criteria.

Such evaluation criteria shall include due consideration of the proposer’s pricing for the School Project, experience with work of similar size and scope, organizational and team structure, past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for projects, the approach to the work required for the contract and documented contract oversight capabilities, and other criteria specific to the project. The maximum of four (4) finalists will then be interviewed, and the Town shall select the most responsible qualified proposer.

Following the receipt and evaluation of responses to 1) Requests for Qualifications, 2) Requests for Proposals, and 3) interviews of up to four (4) finalists, the Town will issue a Preliminary Notice of Award. The Preliminary Notice of Award may be subject to further negotiations with the proposer. The making of a preliminary award to a proposer does not provide the proposer with any rights and does not impose upon the Town any obligations. The Town is free to withdraw a preliminary award at any time and for any reason. A proposer has rights, and the Town has obligations, only if and when a contract is executed by the Town and the proposer.

If the proposer does not provide all required documents and execute the contract within ten (10) business days of the date of the Preliminary Notice of Award, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer.

### **QUESTIONS AND ADDENDA**

Interested parties should submit a response in accordance with the requirements and directions contained in this RFQ. **Respondents are prohibited from contacting any Town employee, officer or official concerning this RFQ, except as set forth below. A respondent’s failure to comply with this requirement may result in disqualification.**

Questions regarding the RFQ should be directed to:

Bruce C. Williams  
Director of Public Works  
Town of Avon  
11 Arch Road  
Avon, CT 06001  
860.673.6151  
bwilliams@avonct.gov

The Town representative listed above must receive any questions from respondents no later than five (5) business days before the response deadline. That representative will confirm receipt of a respondent's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFQ, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to response deadline, the Town will post any addenda on the Town's website. Each respondent is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its response in accordance with the RFQ as modified by the addenda.

### **TERMINATION OR AMENDMENT**

The Town reserves the rights to amend or terminate this RFQ, to reject any or all respondents, to request additional information, to waive any informalities or non-material deficiencies in a response, and to take any and all other action that, in the Town's sole judgment, will be in its best interests. The Town reserves the right to ask any respondent to clarify its response or to submit additional information that the Town in its sole discretion deems desirable.

In addition, the Town may, before or after statement opening and in its sole discretion, clarify, modify, amend or terminate this RFQ if the Town determines it is in the Town's best interest.

**TOWN OF AVON, CONNECTICUT**  
**BACKGROUND DISCLOSURE FORM**  
**FY 14/15-14**

RESPONDENT'S FULL LEGAL NAME: \_\_\_\_\_

**REQUIRED DISCLOSURES**

1. State Debarment List

Is the respondent on the State of Connecticut's Debarment List?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

2. Occupational Safety and Health Law Violations

Has the respondent or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the submission (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the response?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If "yes," attach a sheet fully describing each such matter.

3. Arbitration/Litigation

Has either the respondent or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any resolved or pending arbitration or litigation?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If "yes," attach a sheet fully describing each such matter.

4. Criminal Proceedings

Has the respondent or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If “yes,” attach a sheet fully describing each such matter.

5. Ethics and Offenses in Public Projects or Contracts

Has either the respondent or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

If “yes,” attach a sheet fully describing each such matter.

BY \_\_\_\_\_  
(PRINT NAME)

TITLE: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

DATE: \_\_\_\_\_

**END OF BACKGROUND DISCLOSURE FORM**

**TOWN OF AVON, CONNECTICUT**  
**LEGAL STATUS DISCLOSURE FORM**

**RFQ #FY 14/15-14**

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, “permanent place of business” means an office continuously maintained, occupied and used by the respondent’s regular employees regularly in attendance to carry on the respondent’s business in the respondent’s own name. An office maintained, occupied and used by a respondent only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a respondent will not be considered a permanent place of business of the respondent.

**IF A SOLELY OWNED BUSINESS:**

Respondent’s Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Owner’s Full Legal Name \_\_\_\_\_

Number of years engaged in business under sole proprietor or trade name \_\_\_\_\_

Does the respondent have a “permanent place of business” in Connecticut, as defined above?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

\_\_\_\_\_

**IF A CORPORATION:**

Respondent’s Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Owner’s Full Legal Name \_\_\_\_\_

Number of years engaged in business \_\_\_\_\_

Names of Current Officers

\_\_\_\_\_

President

\_\_\_\_\_

Secretary

\_\_\_\_\_

Chief Financial Officer

Does the respondent have a “permanent place of business” in Connecticut, as defined above?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

\_\_\_\_\_

**IF A LIMITED LIABILITY COMPANY:**

Respondent’s Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Owner’s Full Legal Name \_\_\_\_\_

Number of years engaged in business \_\_\_\_\_

Names of Current Manager(s) and Member(s)

\_\_\_\_\_  
Name & Title (if any)                      Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)                      Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)                      Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)                      Residential Address (street only)

Does the respondent have a “permanent place of business” in Connecticut, as defined above?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

\_\_\_\_\_

**IF A PARTNERSHIP:**

Respondent's Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business \_\_\_\_\_

Names of Current Partners

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Residential Address (street only)

\_\_\_\_\_  
Name & Title (if any)

\_\_\_\_\_  
Residential Address (street only)

Does the respondent have a "permanent place of business" in Connecticut, as defined above?

\_\_\_\_\_ Yes                  \_\_\_\_\_ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

\_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
Respondent's Full Legal Name

\_\_\_\_\_  
(print)  
Name and Title of Respondent's Authorized Representative

\_\_\_\_\_  
(signature)  
Respondent's Representative, Duly Authorized

\_\_\_\_\_  
Date

**END OF LEGAL STATUS DISCLOSURE FORM**

**TOWN OF AVON, CONNECTICUT**

**STATEMENT OF REFERENCES FORM**

**RFQ #FY 14/15-14**

Provide at least three (3) references:

1. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION \_\_\_\_\_  
\_\_\_\_\_
2. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION \_\_\_\_\_  
\_\_\_\_\_
3. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION \_\_\_\_\_  
\_\_\_\_\_

**END OF STATEMENT OF REFERENCES FORM**