REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL SERVICES
FOR
THE DESIGN AND PLANNING OF THE PUTNAM TOWN HALL AND LIBRARY NEW CONSTRUCTION PROJECT

1. INVITATION:

The Town of Putnam, Connecticut is soliciting Statements of Qualifications from firms interested in providing Architectural Services relating to the design and planning of a new combination Town Hall and Library. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents. The firm ultimately selected by the Town will provide full architectural services for the design and/or construction administration of the new town hall and library, as directed by the Town.

The RFQ is available on our website (www.putnamct.us), Connecticut DAS Contracting Portal, or by contacting the Town Administrator's Office at 126 Church Street, Putnam, CT 06260 (860) 963-6800, ext. 101.

Please continue below for the complete Request for Qualification document.

2. RESPONSES:

The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this request. The response must be submitted no later than 12:00 noon, Friday, November 6, 2015.

3. PROJECT DEFINITION:

A. Project Description

The Town of Putnam intends to construct a new Town Hall, Library, and Community Center Municipal Complex. The selected firm will be required to bring the project through the Town's site approval process.

B. Project Schedule

The schedule is as follows:
Issuance of RFQ – October 21, 2015
Pre-Proposal Meeting – November 3, 2015

Receipt of Architectural Consultant Responses – November 6, 2015
Architectural Short List to be interviewed – November 18, 2015 (subject to change due to availability of Board of Selectmen)

4. ARCHITECT SCOPE OF SERVICES:

The final Scope of Services, together with the Architectural fee, will be included in the final executed agreement. The Architect shall provide traditional basic architectural services and other authorized special services (interior design and landscape design) appropriate to the project.

The firm selected will work with the Public Facilities Study Committee, Board of Selectmen, Town Administrator, Town Hall Staff, Librarian and staff, and Library Board of Directors to update the Town Hall-Library Needs Assessment, focusing especially, but not exclusively, on (a) how anticipated developments in technology may necessitate modifying parts of the program (e.g. energy conservation, wireless networks, integrated training features, and information technology); (b) how choices of community services and/or delivery of services will impact it; and (c) how staffing requirements can be met most efficiently through building design.

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5. PROJECT PARTICIPANTS:

Selected firms will be invited to make a presentation to the Public Facilities Committee. The Committee will make a recommendation to the Board of Selectmen who shall make the final determination and negotiate with the firm chosen through the qualifications process on the fee for said services.

6. CRITERIA FOR SELECTION:

The purpose of this RFQ process, as previously stated, is to identify qualified firms that are the most capable of providing the described services. The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

A. Design philosophy and approach to design in general.
B. Prior design service experience with projects of similar scale and complexity, including LEED experience.
C. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
D. Professional qualifications of individuals assigned to the project.
E. History of effective schedule and budget management for projects of similar scale and complexity.
F. Use of processes that creatively engage all Town and Library participants and other stakeholders in all stages of design.

G. Commitment to developing an energy efficient and healthy building.

7. SUBMITTAL REQUIREMENTS:

A. Submittal Documents – Format

Follow these instructions carefully:
In total, nine (9) copies of the submittals, including attachments, are required. Eight (8) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost. One (1) copy should be clipped together to facilitate document reproduction. In the eight (8) bound copies, use a tabbed divider followed by a section cover page, to separate Sections I through III. The envelope in which the submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "The Town of Putnam Municipal Facilities Project– Qualifications Submittal."

Submittals shall be delivered to the following addressee at or before 12:00 Noon, Friday, November 6, 2015.

Town of Putnam
Town Administrator's Office
126 Church Street, 3rd floor
Putnam, CT 06260

Late submittals will not be accepted.

B. Submittal Content: Each submittal shall be organized in the following order:

Outside Cover and First Page:

Shall contain (i) the title, "Statement of Qualifications for Architectural Services Relating to the Putnam Town Hall and Library Building Project", (ii) the name of the respondent, and (iii) the submittal date.

Table of Contents: Include a table of contents.

Transmittal Letter: Include a short transmittal letter. The transmittal letter shall:

- Summarize why the respondent believes itself to be the most qualified;
- Contain the statement that to the best of the respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- Contain a statement granting the Town and its representatives authorization to contact any previous client of the respondent (or a respondent's team member) for purposes of ascertaining an independent

evaluation of the respondent's or a respondent's team member's performance; and

- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

Section I - Description of the Respondent

I-A Firm Description: Include a complete narrative description of the respondent's firm (or firms if the respondent is comprised of a team of firms). Information should include:

A. The respondent's areas of architectural specialization;
B. Firm history;
C. Honors and awards;
D. Location of home and branch offices;
E. Names of the principal officers of the firm;
F. Identification of the major consultants if known.

I-B Organization Chart: Include a simple organization chart showing how the respondent, if selected as the Architect, would organize its personnel for the project.

I-C Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the Architect's team. Indicate their availability for this project schedule.

I-D Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:

A. Name.
B. Educational background.
C. Employment history.
D. Proposed role in the project.
E. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
F. Other information you believe to be relevant.

Section II – Narrative:

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

A. Design philosophy and approach to design in general.
B. Prior design service experience with projects of similar scale and complexity.

C. Prior experiences with public-sector clients and processes for projects of similar scale and complexity.
D. Professional qualifications of individuals assigned to the project.
E. History of effective schedule and budget management for projects of similar scale and complexity.
F. Use of processes that creatively engage Town Hall and Library staff and other stakeholders in all stages of design.
G. Commitment to developing an energy efficient and healthy building.

Section III - Relevant Experience of the Respondent

III-A Summary of Relevant Projects Where the Respondent's Firm Was the Architect

List no more than six relevant projects. A relevant project is one which best exemplifies your qualifications for this project. At least four projects must be municipal facilities:

A. Name of project
B. Type of building(s)
C. Project location
D. Initial project estimated cost
E. Final total project cost
F. Project description
G. Project delivery method
H. Describe the services your firm provided
I. Indicate which team members were actually involved in the project and specify their role.
J. Provide a statement acknowledging if the project was completed on time/on budget.
K. Provide a few illustrative photographs or renderings, if available.

8. RESERVATION OF RIGHTS

A. The Town reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.
B. Nothing in this document shall require the Town to proceed with design and/or Construction services.

9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

A. A complete package of this RFQ including attachments can be obtained from the Town of Putnam web site at www.putnamct.us
B. The Town reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all respondents submitting qualifications, should it be deemed in the Town's best interest to do so.
C. An Non-Mandatory RFQ pre-submittal conference will be held on Tuesday, November 3, 2015. The Town welcomes questions on or before November 3, 2015.

Questions regarding this solicitation should be addressed to:

Town Administrator Doug Cutler
Town of Putnam
126 Church Street
Putnam, CT 06260
Phone (860) 963-6800 ext. 101
FAX (860) 963-6814
E-Mail: douglas.cutler@putnamct.us