

**Town of Putnam**  
**Request for Qualifications**  
**Architectural Services**  
**Putnam Town Hall and Library**  
**Complex Project**

The Town of Putnam, Connecticut acting through its Public Facilities Committee invites Statements of Qualifications for architectural/engineering services from qualified firms licensed in the State of Connecticut, for construction of a new combination Town Hall and Library.

All firms responding are required to maintain professional liability insurance and have LEED professionals on staff.

Evaluation of responding firms shall be based on the following criteria:

1. A description of the firm, consultant firms, equipment and facilities, and experience working with municipalities.
2. Professional background and previous experience of principals, and all personnel or consultants to be assigned to this project.
3. Information in connection with data gathering methods and evaluation techniques.
4. Recent experience with municipal facilities projects of similar size and value and how that might relate to this project.
  - a. Provide examples of LEED accredited buildings.
5. References: include names, address and phone numbers of previous clients with similar projects.
6. Capability of the firm to develop and maintain schedules and designs projects within estimated budgets.
7. Participation and ability to work constructively with the Public Facilities Committee and its goals (i.e. planning, scheduling, adherence to budgets).
8. Location where the design work on this project shall be accomplished and principal in charge.
9. Unique and/or other relevant experience.

Interested parties shall furnish one (1) original and nine (9) copies of their submittal, no later than 12:00 Noon, Friday, November 6, 2015 to:

Douglas M. Cutler, Town Administrator  
Town of Putnam – Town Hall, 3<sup>rd</sup> Floor  
126 Church Street, Putnam, CT 06260

A Non-Mandatory pre-proposal meeting will be held on: Tuesday, November 3, 2015 at 1:00 p.m. A complete package of this RFQ including attachments can be obtained from the Town of Putnam web site at [www.putnamct.us](http://www.putnamct.us) and the Connecticut DAS Contracting Portal.

Firms submitting responses shall be evaluated by the Public Facilities Committee based on their experience and ability with respect to the above criteria. The process shall be conducted in two stages: first, a short list of firms based on the information provided; second, from the short list, interviews of those firms to determine which firm or firms shall provide the most effective architectural/engineering services. The Public Facilities Committee will recommend a final choice to the Putnam Board of Selectmen for decision.

This request shall not be construed as a request for proposal or a request to bid, design, construct or otherwise plan this project. All questions concerning this request shall be directed solely to Douglas Cutler, Town Administrator, (860-963-6800 ext. 101), [douglas.cutler@putnamct.us](mailto:douglas.cutler@putnamct.us).