

REQUEST FOR QUALIFICATIONS AND PROPOSALS

ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR
THE NORTH HAVEN POLICE DEPARTMENT
8 Linsley Street, North Haven, CT 06473

Services Requested: The Town of North Haven is seeking to engage an Architectural and Engineering Design Team to provide program evaluation and full-service architectural and engineering services for the preparation of complete construction documents and construction administration services for the addition to and renovation of the North Haven Police Department facility at 8 Linsley Street, North Haven, Connecticut (“Project”).

The purpose of the Project is to meet the requirements of the North Haven Police Department’s preliminary planning requests and address the current facility needs (as shown in the North Haven Police Department’s Space Needs Assessment, a copy of which is available from the Town’s Finance Department upon request) as outlined for the referendum process by the North Haven Police Department. The construction, renovation and addition to the facility shall be designed to meet the requirements identified by the North Haven Police Department.

Qualifications and Proposals Due:

December 2, 2016 at 10:00 A.M. Statements of Qualifications and Proposals received after the noted date and time will be rejected.

Deliver to:

Finance Department, 18 Church Street, North Haven, CT 06473.

Contact Person:

Ellen Dufour

Scope of Work:

Respondents should expect the scope to consist of architectural and engineering services, including, but not limited to, the following:

A. Programming and Schematic Design Phase

- Meeting and collaborating with the Police Department’s staff and Town personnel to review the goals and requirements of the Project.
- Work with the Police Department to develop designs to meet the programmatic, site utilization, planning and zoning requirements, site and surrounding neighborhood context and restraints, utilities, environmental impacts, functional and budgetary needs and fully comply with all applicable building codes, laws, statutes, regulations, ordinances and governmental requirements, while maximizing efficiency. Adherence to the Project budget is mandatory.
- Preparation of multiple Conceptual Design options, including preliminary programming, floor plans, elevations, site plans and three (3D) dimensional studies. The initial conceptual designs shall serve as a starting point for schematic design.
- Prepare Schematic Designs in Revit format to define and address all requirements determined from the conceptual designs and as required to communicate the scope and intent of the work. Prepare Schematic Design cost estimates.

B. Design Development Phase

- Upon selection of the building design by the Town, prepare design development plans in Revit format and prepare specifications to further define the details of the Project and, as required, update the cost estimates.

C. Construction Documents Phase

- Prepare complete Construction Documents, including details, plans, and final specifications for all trades for all materials, equipment, labor and other requirements, as well as bid packages and bidding documents that clearly define the character, quality and quantity of work to be constructed for all disciplines. Update the cost estimate. A professional architect and/or engineer who are licensed in the State of Connecticut shall oversee the drafting and preparation of all construction documents. The design team will be responsible for all printed sets of construction documents for the design, local and state reviews, bid phase and construction phase.
- Include and adhere to all requirements of other state agencies as applicable (Flood management, hazardous materials testing and remediation, etc.).
- Coordinate compilation of the bid spec manual, integrating Town of North Haven forms, standards, and general and special conditions into the manual.

D. Bid Phase

- Provide bidding assistance to the owner, including, but not limited to: Attend/participate in all pre-bid meetings and conferences; responding to requests for information and requests for clarification concerning the plans and specifications; leading pre-bid site inspections; issuing addenda; assisting the Town's Finance Department in bid opening and tabulations of bid results; performing scope reviews with the apparent low bidder(s); make recommendations to Town of North Haven regarding award/rejection of bid(s).

E. Contract Administration

- Provide Construction Administration services as customarily expected and provided for public building projects of this scope in Connecticut for the entire duration of construction, including but not limited to, review of shop drawings and submittals, material samples, reviewing and opining as to requests for substitution, answering RFI's, review of contractor applications for payment, review of proposed change orders, field observation meetings, overseeing the work and preparation of punch lists. The design team shall also document as-built information provided by the trade contractors, providing the Town with as-built drawings for the completed Police Department facility.

F. Other General Requirements

- Prepare and manage the FF&E process, including, but not limited to, preparation of bid documents, assist the finance department with the bidding of FF&E, analysis of bid results and recommendations to the Police Department.
- **G.** Provide project closeout services in accordance with the standard practices of the construction industry on public safety projects such as the Project.
- **H.** Attendance at meetings as required by Town, including meetings with any agencies having jurisdiction over the Project, meetings with the end user, meetings; required to obtain all town and state approvals, and meetings to discuss the status of design and construction.

Minimum Qualification Criteria:

In order to be eligible, design teams are required to meet the following qualification criteria:

- **Company Information:** provide a brief summary of your firm's history, including the name(s) of any parent, subsidiary or affiliated entities, any prior names by which your firm or any predecessor was known, names of all principals and officers, address of the firm's principal office and the office from which this Project will be managed/serviced, and years engaged in the practice of

architecture/engineering. Experience Information to be provided shall include: A description of three (3) similar Connecticut police department projects for which your firm has provided the type of services relevant to this Project, including project type, size, scope, pertinent features, name of owner and any construction manager or general contractor, and the dates of services for each project. Provide a minimum of three (3) Connecticut police department client references for whom services similar to those in this RFQ are currently or have been previously provided.

- Although this project will not be applying for LEED certification, the lead design firm must have at least two (2) in-house LEED Accredited Professionals and two (2) in-house LEED Green Associates in order to assure environmentally responsible and sustainable design and construction. Additional LEED Accredited Professionals may be substituted for LEED Green Associate requirement.
- Firm(s) shall be properly insured (as set forth below herein) and licensed to practice architecture and/or engineering in the State of Connecticut.
- Respondents must be located within a reasonable proximity of North Haven in order to assure prompt response time for any field issues that should arise. Interested firms are advised that the Town of North Haven has an Ordinance concerning the Town's Bid Preference for Town-Based Businesses.
- The lead firm must assign a partner/principal to the Project; construction administration services must be provided by a licensed architect in the State of Connecticut, with a minimum of ten (10) years of overall professional experience, and any associate assigned to the Project must have been continuously employed by the lead firm for a minimum of three (3) years.
- The lead firm must maintain a minimum of: (1) \$2,000,000 of Professional Liability Insurance for the duration of the project and for a period of seven (7) years following final completion; (2) Workers' Compensation insurance of \$100,000 per accident/\$500,000 disease; (3) Commercial General Liability Insurance of \$1,000,000 per occurrence/\$2,000,000 aggregate; (4) Business Automobile Liability Insurance coverage of \$1,000,000 single combined limit bodily injury and property damage; and (5) Excess Liability/Umbrella insurance of at least \$3,000,000 overlaying CGL (including completed operations) and business auto liability coverages. The insurances referenced in (2) – (5) above shall remain in force for six (6) years following final completion of the Project. A certificate of insurance shall be included with the firm's submission in order to demonstrate compliance with these requirements.
- Firm(s) shall be capable of developing the entire project using Revit (conceptual design through construction documentation) and provide evidence of at least five (5) projects involving renovations and additions to police facilities completed by the firm within the last ten (10) years in Connecticut. Evidence of previous Revit experience shall show different levels of development from a variety of projects in order to show familiarity with Building Information Modeling.

PART I: STATEMENT OF QUALIFICATIONS

Required Information for Statement of Qualifications:

Any firm intending to submit a Statement of Qualifications and Proposal in response to this RFQ/P must, by no later than November 16, 2016, notify both Edward J. Swinkoski, Director of Finance and Administration, Swinkoski.Edward@town.north-haven.ct.us and Ellen Dufour, Finance Office, Dufour.Ellen@town.north-haven.ct.us via email of its intention to submit a SOQ and Proposal. This is necessary so that any addenda issued can be provided to all respondents.

Submission of the following information is required for consideration and must be organized in the

following sections:

- Section 1 – Provide documentation as required to indicate compliance with the 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. The letter of interest shall be addressed to the contact person listed above.
- Section 3 – Provide information concerning your firm’s relevant experience, as well as resumes of personnel that will be assigned to this project by your firm, organizational structure and relevant experience of all personnel to be assigned to this Project, showing all applicable experience criteria mentioned above. Identical information is to be provided for any consultants your firm intends to engage for this Project. Identify your knowledge of projects undertaken/completed by the Town of North Haven. Identify any project your firm has failed to finish, has been declared in default on or has been involved in litigation or arbitration proceedings. Provide a workload statement that identified other projects your firm is currently working on, the status (% of completion of each) and the expected completion date of each project. Provide the same information for the project team your firm proposes to assign to this project.
- Section 4 – Describe your approach to the Conceptual Design portion of the Schematic Design phase.
- Section 5 – Demonstrate how your firm will meet schedules and deadlines. It is assumed that design would start immediately upon award of contract.
- Section 6 – Describe how your firm will manage the design phase and construction document phases of the project, including a description of your firm’s technical competence, approach to quality management and how your firm will work to design the project to stay within the budget.
- Section 7 – Provide information regarding your past experience with managing and minimizing change orders, including what process your firm will use to minimize and 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. In addition to in-house generated BIM content, experience may include coordinating with contractor generated BIM content during construction.

Owner Furnished Information:

The following information is available on the police department’s website (www.northhavenpd.com) for use on the project:

- Space Needs Assessment, dated February 2016.
- North Haven Police Department Feasibility, dated February 2016.

Format for Submission of Statement of Qualifications:

- All questions shall be directed to the contact person through email, in order to provide a written record of all correspondence. All questions are due three (3) working days prior to the due date listed above. All questions will be answered in an addendum that will be e-mailed to each registered respondent. It will be the responsibility of the proposer to check with the Town to verify receipt of all addenda prior to submission.
- Qualifications shall be submitted simply and economically, providing a straight forward, concise description of the Respondent’s ability to meet the requirements of this RFQ, 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 RFQ 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 **6 (six) original qualification submittals labeled clearly with the name of the project, Town solicitation number and consultant firm name.**

PART II – REQUEST FOR PROPOSALS

A. The Project will be comprised of **five (5)** phases for fee breakdown purposes: Programmatic and Schematic Design Phase, Design Development Phase, Construction Documents Phase, Bidding Phase, and Construction Administration Phase. Each phase shall be coordinated with the Town, the Construction Manager, and the Clerk of the Works/Owner's Construction Representative (if any). Design services shall include the analysis of the site and building's life-cycle costs, energy modeling and estimated energy consumption in comparison to the existing facility and nationally recognized benchmark standards (e.g., ASHRAE 90.1). The selected Respondent will review the existing site, facility and systems. The selected Respondent will attend and present Project updates at scheduled meetings with Town officials and Town Boards and Commissions as necessary.

B. PROPOSAL REQUIREMENTS:

All Proposals shall be double-sided, include a "Table of Contents" and be clearly tabbed for each of the requirements listed below. Respondents shall submit six (6) hard copies and 1 electronic copy (Adobe PDF) of their proposal. Respondent's submissions shall include the following information:

1. Cover letter introducing the information in the proposal response.
2. A detailed proposal incorporating detailed information and/or work plans summarizing the Project approach; this section should expand upon the RFQ response. Please include an estimated Project schedule covering the period from the estimated date of the award of the contract (December 21, 2016) to the completion of the Construction Documents phase.
3. Signed forms acknowledging the Respondent's acceptance of the Non-Collusive/ Non-Conflict Affidavit of Respondents.
4. Signed forms acknowledging the Respondent's acceptance of the Affirmative Action Statement.
5. Acknowledgement of the Respondent's acceptance of the Insurance Requirements.
6. Signed acknowledgement of the Respondent's acceptance of the contract terms. The contract between the Town and the Respondent shall be **Attachment B**. By signing the acceptance of the contract terms, Respondent is waiving the right to further negotiate the form of agreement after the award of the subject contract. Any questions or concerns pertaining to the form of agreement must be raised by no later than the deadline for questions and clarifications specified herein.

In a **separate sealed envelope** from the Statement of Qualifications and Proposal, please provide a complete and filled out Attachment A - Fee Proposal. The Respondent's Fee Proposal shall include any and all design work that is reasonably inferable from the information provided to the Respondent during the RFQ/RFP process unless such design work is specifically excluded in the Fee Proposal Form. The Respondent shall be expected to include in their base fee proposal all design and engineering services for any consultants required to administer all phases of the work necessary to provide a complete and usable facility, including, but not limited to, the following:

- Mechanical, Electrical, Plumbing and Fire Protection engineering;
- Telecommunications/Data/Security design;
- Structural engineering and Special Inspections;
- Site/Civil engineering (Including, but not limited to septic evaluation (and design, if necessary));
- Traffic analysis and STC report if deemed necessary;
- Landscape design;
- Interior design;
- Furnishings, Fixtures, and Equipment ("FF&E") design, bidding, administration;
- Acoustical Consultant;
- Geotechnical Services (Including, but not limited to field work, reports, recommendations and design);
- Full Surveying Services;
- Owner's consultant coordination, as necessary;
- Emergency shelter design provisions;
- Sustainable and Alternative Energy System design; and
- 'As-designed' and 'As-built' Record Drawings.

As indicated in the Fee Proposal form (below "Reimbursable Expenses"), please list any consultants and/or associated fees not included in the above base fees with respective mark up, cost or escalation per year. Please also include hourly rates for any additional services by proposed team members.

C. SITE VISITS:

The Town is also requesting that each Respondent provide with their submission a choice of two completed police building projects in Connecticut that Town representatives can select from for a site visit. Once the Town decides which facility (ies) they are planning to visit, a Town representative will notify the Respondent so that they can be present, or help make arrangements, for our visit.

D. QUESTIONS / AMENDMENTS:

All questions and clarifications regarding this RFQ/P shall be e-mailed to both Edward J. Swinkoski, Director of Finance and Administration, Swinkoski.Edward@town.north-haven.ct.us and Ellen Dufour, Finance Office, Dufour.Ellen@town.north-haven.ct.us.

No phone calls will be accepted. All questions must be received by e-mail no later than November 29, 2016 **by 3:00 pm**. All questions will be responded to in the form of an addendum and will be sent to all respondents via email.

E. Selection Criteria and Process:

The Town expects to utilize the following process to evaluate the Statement of Qualifications and Proposal of each respondent:

- Evaluation of whether a Statement of Qualifications conforms to the requirements in the RFQ. If the SOQ does not meet the requirements of the RFQ, it will be deemed non-responsive and the proposal will not be considered. The Town of North Haven reserves the right to reject any Statement of Qualifications and this RFQ shall not be deemed an offer by the Town.
- If the SOQ meets the requirements in the RFQ, the respondent's proposal will be considered. The Town will assign weighted values to the criteria herein (*i.e.*, Project Team qualifications and experience in the design of police facilities in Connecticut, availability of key personnel, design management/organization, design ability, demonstrated design experience, familiarity with use of building/Town of North Haven building projects, and pricing) and score each proposal using the foregoing weighted criteria.
- A short list of those firms deemed by the Town of North Haven to be the most qualified and responsible firms will be selected to be interviewed by the Town. After the interview, the firms will be further ranked. Final selection from the ranked short-list of the most qualified and responsible proposers will occur.
- Respondents must have at least one (1) principal of the firm (who shall be a licensed architect in Connecticut) dedicated to the oversight of the design and construction administration of the project.
- Qualifications of assigned personnel and sub-consultants, including individuals, will be considered.
- Project Approach will be considered.
- Reference Checks will be performed and considered.
- The selected firm shall enter into a contract with the Town of North Haven within fifteen (15) days of receipt of notice from the Town that it has been selected for this Project. The Town further reserves the right to repeat this process with additional ranked firms as required until an agreement that is satisfactory to the Town has been reached.

INTERVIEWS:

The Town anticipates interviewing no more than three firms. Interviews will be held in the Training Room at North Haven Police Department, 8 Linsley Street, North Haven. Interview times will be as follows (Selected firms will be notified of time slot on December 9, 2016):

- Slot 1: _____, December 16, 2016
- Slot 2: _____, December 16, 2016
- Slot 3: _____, December 16, 2016

For the interviews, the Respondents shall wait in the police lobby and a staff member will escort to the appropriate location of your interview. Each Respondent will be required to present an oral presentation not to exceed thirty (30) minutes. This is a tight timeframe and each Respondent should develop and manage the presentation accordingly. Only team members necessary to the presentation attend the interview. Each member of the presentation team should plan to have a speaking role during the interview. This presentation should not be simply a restatement of the written submission. Each Respondent should demonstrate that they possess the highest qualifications in relation to the scope and needs of this specific Project.

F. AWARD OF CONTRACT AND RESERVATION OF RIGHTS:

1. The past three years of audited financial statements and tax returns will be required to be delivered to the Town within 48 hours of notice of intent; award will be subject to review of same.
2. The Town reserves the right to accept and/or reject any or all SOQs or Proposals, or waive defects in same, if they deem such to be in the best interest of the Town.
3. Award of the contract will be based upon the final acceptance by the Town's Director of Finance/Administration.
4. The Town expects to notify the successful Respondent of their selection December 21, 2016.
5. The successful Respondent must comply with all applicable laws, including state statutes and regulations, federal codes and regulations, requirements of any governmental agency having jurisdiction over or providing funding for the Project, Town Ordinances and Regulations, the Town's Code of Ethics, non-resident contractor requirements of the State of Connecticut and any other applicable laws. Respondents are also informed that the Town has a Town-based Business Ordinance. The Town's Ordinances are available for review at www.town.north-haven.ct.us.

ATTACHMENTS:

- A. Fee Proposal for Architectural / Engineering Services
- B. Form of Agreement Between Owner and Architect

The Town of North Haven reserves the right to modify the above process if it is considered by the Town to serve the best interests of the Project. All respondents agree, by submitting a Statement of Qualifications and/or a Proposal, that neither the Town nor any of its respective officers, agents, employees, officials, volunteers or agencies shall be liable for any claims or damages resulting from the evaluation, non-selection, selection, or rejection of any Statement of Qualifications or proposal submitted in response to this RFQ/P. The Town shall not be liable for any alleged oral agreements between any respondent and any employee or agent of the Town. The Town shall not be liable for any costs associated with the preparation of a Statement of Qualifications or Proposal.

The Town of North Haven further reserves the right to accept or reject any or all Statement of Qualifications, Proposals or parts thereof, for any reason, or waive defects in same, if such action is deemed by the Town to be in the best interest of the Town of North Haven. All Statements of

Qualifications and Proposals submitted in response to this RFQ/P shall be the sole property of the Town of North Haven.

No additions, corrections or changes to any Statement of Qualifications or Proposal will be permitted after such Statement or Proposal is submitted to the Town.