

REQUEST FOR QUALIFICATIONS and PROPOSAL

TOWN OF OXFORD
Selectman's Office
486 Oxford Road
Oxford, Connecticut 06478

ISSUED: **April 26, 2018**

DATE Due: **May 14, 2018**

TIME DUE: **2 :00 PM**

LOCATION FOR SUBMISSION: **Oxford Town Hall, Selectman's Office**

SUMMARY OF DESCRIPTION: **Comprehensive owner's representative and project management services for the design and construction of a New Middle School**

The Town of Oxford, School Building Committee (the "Town") is soliciting proposals (the RFQ/RFP) from qualified individuals or firms to provide comprehensive owner's representative and project management services for the design and construction of the Oxford Middle School (the "School Project").

The School Project shall be designed and constructed in accordance with the educational specifications attached at Tab A – the "Elementary Education Specifications for the new Oxford Middle School", as approved by the Oxford Board of Education on May 18, 2018.

The services to be provided shall include, but are not limited to, analyzing constructability, advising the Town on project delivery systems and forms of contracts, serving as a single point of contact between contractors and designers, representing the Town at key meetings, monitoring the project schedule and budget, auditing quality assurance/quality control procedures, assisting in evaluating contractor payment requests, providing monthly reporting, and facilitating issue resolution. The owner's representative will be expected to continue to provide all owner's representative services throughout the School Project, including turnover, closeout, commissioning, and State audit compliance.

The purpose of this RFQ/RFP process is to identify the most responsible and qualified respondents, quantify service costs and select the provider of the defined services for the duration of the project. Following analysis of the responses to this RFQ/RFP as described in greater detail herein, the Town intends to interview selected finalists and issue a Notice of Award to the Most Responsible and Qualified Proposer. The First Selectman or, his designee, will retain the right to decline all responses to this RFQ/RFP and may decline to make an award to any of the respondents and/or reissue a new RFQ/RFP for these services at any time in the future.

Sealed RFQ/RFP packages for the referenced project will be received by, Town of Oxford at the Selectman's Office located at the 486 Oxford Road, Oxford, CT 06478 until May 21, 2018 at 2:00 P.M. **Submissions received after 2:00 PM on May 14, 2018 will not be accepted, NO EXCEPTIONS.**

The First Selectman or, his designee, may reject or accept any or all RFQ/RFP packages in whole or in part or to waive any informality in the Proposal packages received if, in his/her

opinion, it is in the best interests of the Town to do so.

Proposal packages may be held by the Town of Oxford for a period not to exceed 2 months from the date the packages were due for the purpose of reviewing and investigating the qualifications of the vendor prior to awarding the contract.

RFQ/RFP packages may be obtained from the First Selectman's office, 486 Oxford Road, Oxford, CT 06478 or may be found on the Town's website at www.oxford-ct.gov as well as being posted on the State of Connecticut, Department of Administrative Services Contracting Portal.

Questions or comments may be directed to the Selectman's Administrative Assistant via email at adminassistant@Oxford-CT.gov or by calling (203) 888-2543 ext. 3027

Please submit fifteen (15) hard copies and one digital (thumb drive or CD) copy of completed Qualifications Statements, and attachments.

This Request for Qualifications and Proposal ("RFQ/RFP") includes the following sections.

1. INTRODUCTION/GENERAL INFORMATION ABOUT THE RFP/RFQ
2. SCOPE OF SERVICES
3. MINIMUM AND PREFERRED QUALIFICATIONS
4. RIGHT TO AMEND OR TERMINATE THE RFP/RFQ
5. KEY DATES
6. OBTAINING THE RFP/RFQ
7. RESPONSE INSTRUCTIONS – QUALIFICATIONS
8. RESPONSE INSTRUCTIONS – FEE PROPOSAL
9. QUESTIONS AND AMENDMENTS
10. ADDITIONAL INFORMATION
11. COSTS FOR PREPARING RESPONSES
12. OWNERSHIP OF RESPONSES
13. REQUIRED DISCLOSURES
14. REFERENCES
15. LEGAL STATUS
16. EVALUATION CRITERIA
17. COMPLIANCE WITH IMMIGRATION LAWS
18. CONTRACT TERMS
19. FORMS
20. TAB A - EDUCATION SPECIFICATIONS
21. TAB B - PROJECT SCHEDULE
22. TAB C – PROJECT COST ESTIMATE