

**Request for Qualifications**  
Feasibility Study  
New Fairfield Board of Education  
New Fairfield High and Consolidated Schools  
New Fairfield, Connecticut 06812

**Invitation to Submit Qualifications:** Interested firms must submit one original and five (5) copies on or before 10:00 a.m. on Tuesday, October 2, 2018. Your submission must follow the outline of this Request for Qualifications.

Proposal will be received at the Finance Office of the New Fairfield Board of Education:  
**Attn: Patty Mota, 3 Brush Hill Rd., New Fairfield, Connecticut 06812**

**Introduction:** The Board of Education is seeking qualifications from Architectural Firms with expertise in the design of K-12 educational facilities to perform a facility assessment of New Fairfield High School, 56 Gillotti Road, and Consolidated School, 12 Gillotti Road.

**Scope of Services:** This facility assessment will primarily provide the Board with a professional overview of the current condition of the infra-structure and provide options to renovate New Fairfield High and Consolidated schools to meet existing codes and to house the current or anticipated programs of each school. The study will include architectural review (interior and exterior); structural review; mechanical review (HVAC, MEP, N.F.P.A., ADA Code Compliance) of the existing facilities.

Based on the assessment the successful Firm will be expected to provide the following:

**Project Schedule:** Develop a conceptual schedule indicating first how and in what time frame the firm expects to review all aspects of each facilities infra-structure, and in what format such a report will be presented to the Board. Second, develop recommendations and the anticipated duration of remediation/renovation phases to address identified concerns.

The Board recognizes that the planning, design and construction time frames will take several years. Please develop what your firm believes is a realistic schedule given your recommendations.

**Submission Requirements:**

**AIA Document B305 – 1993 Architect’s Qualification Statement inclusive of related experience**

**Project Team:** Provide detailed resumes of the proposed individuals who will be assigned to this project. Include an overall project organization chart indicating lines of responsibilities. Please note that at least one of the project team must be a LEED Accredited Professional.

**Mandatory Site Visit:** There will be a mandatory site visit for each facility.

High School, 56 Gillotti Road: September 27, 2018 at 10:00 a.m.  
Consolidated School, 12 Gillotti Road will follow High School.

Firms who do not attend each site visit will be excluded from submitting a Qualification Statement.

**General Conditions:**

- A. The New Fairfield Board of Education reserves the right to accept or reject any or all Qualifications and or replies. The New Fairfield Board of Education shall be under no obligation to accept the lowest-financial Proposal if it is deemed not in the best interest of the New Fairfield Board of Education.
- B. No Architectural Firm may withdraw their Qualifications and/or Replies for a period of sixty (60) calendar days after the RFQ due date.
- C. Any alleged oral agreement or arrangement made by an Architectural Firm with any representative or employee of the New Fairfield Board of Education or Town of New Fairfield shall be disregarded.
- D. The Purchasing Agent reserves the right to reject any and all Qualifications and/or Replies and to waive technical defects, irregularities, and omissions if, in his/her judgment, the best interest of the New Fairfield Board of Education will be served.
- E. The New Fairfield Board of Education reserves the sole and absolute right to reject any Proposal and/or Replies offering services which, in its opinion, does not meet the standard or quality established by the specifications contained herein.
- F. The New Fairfield Board of Education of the Town of New Fairfield, Connecticut is exempt from the payment of taxes imposed by the Federal Government and/or the State of Connecticut, including the Federal Transportation Tax. Such taxes should not be included in any Proposal/Reply fee involving the payment of funds from the New Fairfield Board of Education.
- G. The New Fairfield Board of Education is an equal opportunity employer and we advise all Architectural Firms of our intent to negotiate business only with other equal opportunity employers. All individuals, corporations, businesses, vendors, distributors, Firms and subFirms with whom the New Fairfield Board of Education contracts with are obligated to provide equal opportunity without regard to race, creed, color, religion, national origin, age, sex, or handicap.
- H. RFQ packages containing specifications and instructions may be obtained from the Purchasing Agent, at the Finance Office, New Fairfield Board of Education Building, 3 Brush Hill Road, New Fairfield, Connecticut 06812, or at [www.newfairfield.org](http://www.newfairfield.org) under the Town Hall, Invitation to Bid section.
- I. Amendments to, or withdrawals of, Qualifications/Replies received later than the time and date set for the RFQ due date shall not be considered.
- J. Conditional or qualified Proposals/Replies shall not be accepted.
- K. Facsimile (FAX) or E-Mail Replies/Proposals will not be accepted by the New Fairfield Board of Education under any circumstances.
- L. For questions regarding, the REQUEST FOR QUALIFICATIONS procedure or the RFQ Package contact Patty Mota, Purchasing Agent, at (203) 312-5653 or at [pmota@newfairfield.org](mailto:pmota@newfairfield.org). Should an Architectural Firm find discrepancies or omissions in the Specifications, or should they question or doubt the meaning thereof, a representative of the Architectural Firm shall notify the Purchasing

Agent who may send written instructions or clarifications to all Architectural Firms who received a RFQ Package.

- M. The successful Firm shall pay on behalf of or indemnify and hold harmless the New Fairfield Board of Education, its employees, officers, agents and volunteers from and against any and all claims, liability, actions, damages, fees, fines, penalties, defense costs (including attorneys fees and court costs, whether such fees and costs are incurred in negotiations, collection of attorneys' fees or at the trial level or on appeal), suits or liabilities which may arise out of any actual or alleged negligent act, error, omission, or default of the Vendor (or Vendor's officers, employees, agents, volunteers and subFirms, if any) performance or failure to perform under the terms of this contract. This indemnification and hold harmless agreement shall survive the termination or expiration of this agreement.

There are no plans and specifications accompanying this RFQ proposal. The Architectural Firm selected for final negotiations will be required to demonstrate how they will implement and achieve the project goals; develop detailed implementation specifications and coordinate all phases of the implementation, improvements, installations, modifications and develop a detailed program delineating future maintenance obligations to the New Fairfield Board of Education.

**Fees:**

All RFQ replies shall be submitted at no cost to the New Fairfield Board of Education. The New Fairfield Board of Education shall not reimburse Architectural Firms for any costs associated with developing the qualifications.

**New Fairfield Board of Education Contact Person:** For questions pertaining to the RFQ procedure and submission, on-site visits, facility and utility information, etc., contact: Patty Mota, Purchasing Agent, New Fairfield Board of Education, 3 Brush Hill Road, New Fairfield, CT 06812, (203) 312-5653 phone or [pmota@newfairfield.org](mailto:pmota@newfairfield.org).

**Buildings and Grounds Contact Person:** For questions pertaining to the High School and Consolidated School building, age, structure, etc., contact: Phil Ross, Director of Buildings & Grounds, New Fairfield High School, 54 Gillotti Road, New Fairfield, CT 06812, (203) -312-5779 office.

**Instructions to Prospective Firms:**

Interested Architectural Firms are requested to submit their RFQ replies no later than the Qualification Reply Due Date specified herein, Tuesday, October 2, 2018 at 10:00 a.m. Interested firms are requested to submit one (1) original and five (5) copies of qualification data to the Office of the Purchasing Agent.

In order for a qualifications package to be responsive to this RFQ, package must include all requested information below, organized with the following sections:

- A. Firm's name, legal address, contact person, and phone number.
- B. Organization Experience and Key Personnel – Firm shall provide the following:
  - 1. Organizational chart indicating how it will staff this project.
  - 2. Names and resumes of each member of the firm's team that will be assigned to this project. **The company must be in business for over 5 years.**
  - 3. Indicate what each team member's role and responsibility will be for this project and describe each team member's experience with similar construction projects in

Connecticut. Provide the name and signature of individual authorized to bond, summation of audited financial statement, proof of liability, property damage, worker's compensation insurance, and number of years of experience in general, and specifically, in the area of Architectural Services related to school renovations.

4. Indicate each team member's time commitment to the project. It is a requirement of this RFQ that assigned staffing for this project remains involved from preconstruction through construction and close out.
  5. Demonstrate the firm's experience with managing similar construction projects. Provide a minimum of five (5) Public School Districts or Park Departments, preferably in the State of Connecticut or throughout New England and New York State, as references for projects where your firm has administrated a contract over \$500,000.00 that included developing detailed specifications delineating all phases of the implementation, improvements, installations, modifications and develop a detailed program delineating future maintenance obligations and New Fairfield Board of Education. Provide an executive summary of each project along with the applicable public school district's contact person (name, title, address and telephone number).
  6. Demonstrate your firm's ability and qualifications to support locally the proposed contract project. Provide at a minimum the quantity and skill level of local personnel, maintenance planning capabilities, project management, and engineering capabilities.
- DAS pre-qualification certificate.
  - Litigation Statement- Firm is to note if it has defaulted on a project similar to this projection the last 5 years or if it is currently involved in any pending litigation/arbitration (resolved or unresolved).

Submissions that do not comply with all the above requirements may be deemed unresponsive and may result in the submission being incomplete.

**Method of Selection:**

The New Fairfield Board of Education will select the most qualified Architectural Firm based on the following steps:

Completion of at least Five (5) public school feasibility studies within in the State of Connecticut.

Experience working with the State of Connecticut Department of Education.

The firm shall be properly insured and licensed to practice architecture or engineering in the State of Connecticut.

The Firms holds an appropriate Connecticut Licensing and DAS classification.

The Firm has completed projects of similar size and complexity as this project.

The firm's organizational chart for management and execution of project including names of key personnel, and number of staff on this project including resumes.

Evaluation of performance from past projects.

Evaluation of firm's "approach" to performing the various elements of work involved in this project.

The Firm's soundness regarding bonding capacity, financial standing and insurance rating and other criteria as may be determined by the New Fairfield Board of Education

**Contract Negotiations and Award:**

The BOE will request proposal(s) based on interview results from the firm(s) the BOE feels is/are the most responsible, responsive, and qualified to perform the project. The BOE reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and will award the project to the firm as deemed to best serve the public interest. The BOE is not obligated to select the lowest Bidder. After negotiations are completed, the evaluation team of the New Fairfield Board of Education shall seek approval from the New Fairfield Board of Education and the appropriate boards. The New Fairfield Board of Education will prepare a final contract for the contract based on criteria developed in the Letter of Intent provided the final proposal fulfills the project goals, all financial and technical risks are removed, and all documents submitted meet legal requirements. Should all criteria be met and all approvals are secured the New Fairfield Board of Education will enter into a contract with the selected Architectural Firm.

**Performance and Labor & Material Bond:**

Upon the execution of a Contract between the New Fairfield Board of Education and the Architect and/or Firm, the successful Architect and/or Firm shall furnish a Performance, Labor & Material Bond in an amount at least equal to one-hundred percent (100%) of the total estimated Contract price as security for faithful performance of the Contract and for payment of all persons performing labor or furnishing materials in connection with the Contract. The surety on the Bond must be a corporate surety licensed to sign surety bonds in the State of Connecticut and must also be listed by the United States Treasury Department in its latest list as a qualified surety acceptable to the United States Government. The amount of the bond may exceed the limit for which the United States Treasury Department has qualified the surety if the excess is reinsured with surety companies that are qualified on the United States Treasury Department list for an amount equal to the amount of the reinsurance. Written evidence of how any excess suretyship has been placed by the surety signing the Bond must accompany the Bond.

**Termination for Convenience:**

The New Fairfield Board of Education reserves the right to terminate the performance of the Contract for any reason deemed appropriate. The New Fairfield Board of Education will pay for actual costs to date of termination; however, the Engineer and/or Firm shall not be entitled to any profit on unfinished or unearned work.

**Prevailing Wage:**

The Contract established between the New Fairfield Board of Education and the Engineer and/or Firm may be subject to Connecticut general Statutes Section 31-53, as amended. The statute imposes certain wage requirements and requirements on Firms and Subcontractors, and carries serious penalties for violation of the law. Should the project be subject to the Prevailing Wage Statutes the Engineer and/or Firm shall be obligated to fully adhere to the Statutes and all the requirements contained therein.

For remodeling, refinishing, refurbishing, rehabilitation, alteration or repairs of any Public Works project over \$100,000.00 prevailing wage is required by law.

**Subcontracting:**

The Engineer and/or Firm may utilize the services of Subcontractors subject to the approval of the New Fairfield Board of Education. The Engineer and/or Firm shall list all Subcontractors they intend to subcontract to, with a specific description of the services each Subcontractor is to perform. The Engineer and/or Firm shall not award work to any Subcontractor other than those submitted with their qualifications proposal without the prior written approval of the Purchasing Agent.

All Subcontractors shall be required to carry the same insurance, and under the same conditions, as specified for the Engineer and/or Firm. Nothing contained in the Contract established between the Engineer and Firm and the New Fairfield Board of Education shall create any contractual relationship between the New Fairfield Board of Education and any Subcontractor.

**Insurance:**

The Firms are to adhere to Town insurance requirements

Upon award of this proposal the Firm shall obtain and deliver Certificates of Insurance to the New Fairfield Board of Education Purchasing Agent. The Firm shall maintain insurance of the kinds, and in the amounts, specified hereunder in a form satisfactory to the New Fairfield Board of Education. Such Certificates of Insurance shall contain a provision that the Town of New Fairfield/New Fairfield Board of Education is listed as an "Additional Insured" on the General Liability and Automobile Liability Insurance Policy or Policies.

The New Fairfield Board of Education shall be given thirty-(30) calendar days advance notice by registered mail of any change or cancellation of all insurance policies required by these specifications. The insurance company must be licensed to do business in the State of Connecticut and must be satisfactory to the New Fairfield Board of Education. If Subcontracts are employed by the Firm the same limits as named below shall apply and the Certificates of Insurance must be submitted to the Purchasing Agent.

**1. STATUTORY WORKER'S COMPENSATION and EMPLOYER'S LIABILITY:**

The Firm shall carry Worker's Compensation Insurance in accordance with the laws of the State of Connecticut, and all other applicable laws and regulations, for all employees engaged in work under the Contract between the Firm and the New Fairfield Board of Education. If any work is sublet, the Firm shall require the Subcontractor to provide Worker's Compensation Insurance for all of the Subcontractor's employees engaged in such work unless such employees are covered by the protection afforded by the Firm's Worker's Compensation Insurance and the Certificate of Insurance furnished by the Firm so stipulates.

**2. COMPREHENSIVE FIRM'S GENERAL LIABILITY, including Single Limit for Bodily Injury and Property Damage, as follows:**

- a. \$1,000,000.00                      Bodily injury, including accidental death each person.
- b. \$1,000,000.00                      Bodily injury, including accidental death each occurrence.
- c. \$1,000,000.00                      Property damage- each occurrence.
- d. \$1,000,000.00                      Property damage- aggregate during any twelve month period.

**3. COMPREHENSIVE FIRM'S PROTECTIVE LIABILITY as follows:**

- a. \$1,000,000.00                      Bodily injury, including accidental death- each person.
- b. \$1,000,000.00                      Bodily injury, including accidental death- each occurrence.

- c. \$1,000,000.00            Property damage-each occurrence.
  - d. \$1,000,000.00            Property damage-aggregate during any twelve  
month period.
4. **COMPREHENSIVE AUTOMOBILE LIABILITY**, covering all vehicles used by the Firm in the course of the work, including vehicles owned, non-owned and hired, as follows:
- a. \$1,000,000.00            Bodily injury, including accidental death each person.
  - b. \$1,000,000.00            Bodily injury, including accidental death each occurrence.
  - c. \$1,000,000.00            Property damage- each occurrence.
5. **PROFESSIONAL LIABILITY INSURANCE:** The Proposer shall take out and maintain for the life of the contract adequate Professional Liability insurance with respect to the project operations the respondent performs and also those performed by subcontractor, the proposer shall carry regular professional liability insurance (Architects, Engineers, Attorneys, Accountants, Actuaries, Agent of Record). The insurance shall provide coverage for each accident or occurrence in the amount of \$750,000.00 for all damages resulting from any bodily injury to or death of persons and/or injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide at total or aggregate coverage of \$5,000,000.00 for all damages during the policy period.

No insurance required or furnished as required herein shall in any way relieve the Firm of, or diminish any of the Firm's responsibilities, obligations and liabilities under the Contract between the Firm and the New Fairfield Board of Education.

**Warranty:**

The successful Firm shall provide a minimum one (1) year full warranty, inclusive of all labor and materials, for all work performed and for all equipment installed, replaced, repaired or retrofitted under the Contract. The warranty period shall commence upon the acceptance by the New Fairfield Board of Education that all work specified has been "substantially completed". The Firm shall be responsible for processing all warranty claims for the New Fairfield Board of Education during the one (1) year period whether or not the warranty claims are against the Firm or a subcontractor, manufacturer, supplier, distributor, etc.

The successful Firm shall provide the New Fairfield Board of Education with all warranty documentation that is in excess of the minimum warranty required.