



PROJECT 1819-010

South Windsor High School

Façade Restoration

South Windsor Public Schools

Request for Qualifications for Architectural and Engineering Services

RFQ Issue Date: December 7, 2018

Statement of Qualification Due: December 21, 2018 no later than 11:00 am

Table of Contents

I. Project Overview

- A. Project Background
- B. Project Description

II. Project Schedule

III. Project Budget

IV. Special Requirements

V. Statement of Qualification Minimum Requirements

VI. Evaluation Criteria

Appendices

Appendix A –

Appendix B – Statement of Qualification Checklist

South Windsor Public Schools
South Windsor High School Façade Restoration
Request for Qualifications

I. Project Overview

A. Project Background

On November 6, 2018 the town passed a referendum to bond \$15 million for infrastructure improvements, of which \$876,000 for masonry repairs to the South Windsor High School.

B. Project Descriptions

South Windsor High School

South Windsor High School (High School) is located at 161 Nevers Road in South Windsor, Connecticut. The High School was originally constructed in 1962 with additions/renovations in 1966 and 1991. As part of the 1991 renovation exterior insulation and finish system (EIFS) was installed around the perimeter of the building. This EIFS is now failing.

This project will consist of the design and construction of a replacement of the EIFS. The work is projected to begin in the summer of 2019. If the work cannot be completed within the summer time the school will be occupied during construction.

Coordination with Town Consultants

The selected design firm will be required to coordinate the design with specialty consultants hired by the town.

II. Project Schedule

The overall project schedule consists of a standard design, bid, and construct process. The project is expected to utilize a design, bid, build delivery method with a General Contractor. The design phase is scheduled to start in January 2019 and be completed by May, 2019. Construction is scheduled to start in June, 2019 with substantial completion in October, 2019. These dates are subject to change.

South Windsor Public Schools
South Windsor High School Façade Restoration
Request for Qualifications

The designer selection schedule is as follows:

1. RFQ Published: December 7, 2018
2. Site Visit December 12, 2018, 11:00 am. Meet in lobby of High School.
3. Questions on RFQ due December 14, 2018
4. Addendum to RFQ due December 17, 2018
5. Qualifications Due: December 21, 2018
6. Short-list Designers and Issue RFP: January 7, 2019
7. Proposals Due: January 15, 2019
8. Interview Designers: To be determined
9. Designer Selection: To be determined

III. Project Budget

The Total Project Budget for the design and construction of the façade restoration is \$876,000, which include escalation costs. The selected designer will be responsible for designing the buildings within these budgets.

IV. Statement of Qualification Minimum Requirements

Appendix B contains a checklist of requirements for use by the submitting firm. Inclusion of the checklist with the Statement of Qualification is not required.

1. Letter of Interest
2. Copy of architectural/engineering licensure by Connecticut Department of Consumer Protection. A copy of the lead firm and all proposed sub-consultants shall be provided.
3. Profile of the lead design firm. Profile shall include:
 - Resume of principals
 - Resumes of lead architect/engineer, and staff designated to the project. Include a brief description of the role of each key staff member.
 - Geographic location of the design team.
 - Description of equipment, facilities and other resources assigned to this project.
 - Statement of financial condition of the firm and the ability to appropriately finance the required efforts for a project of this size and scope.

- List of sub-consultants and roles. Provide the names and addresses of each sub-consultant, or “in-house” if self-performed by the lead design firm.
 - List of projects completed with the proposed design team.
4. List a minimum of five completed school projects that are similar in size and scope to this project. Façade restoration can be part of an overall larger scope of a project, if so, break out the façade restoration portion from items d through i. At least two of the five being occupied schools in Connecticut. Information for each project shall include the following:
- a. Project name, location and owner.
 - b. Owner’s representative including contact information. Note: Owner’s representative may be contacted for a referral during the review process.
 - c. Superintendent of the school district under which the project was designed or constructed including contact information. Note: The superintendent may be contacted for a referral during the review process.
 - d. 100% design estimate with base bid and alternates (if applicable)
 - e. Contract base bid award amount with accepted alternates (if applicable)
 - f. Final construction amount.
 - g. Original design fee including services during construction.
 - h. List of additional services approved by the owner/building committee and percentage of the services compared to the base contract
 - i. Total amount of change orders

V. Evaluation Criteria

The South Windsor Board of Education will utilize the following criteria to evaluate each firm’s Statement of Qualification. Failure to provide the requested information under Section V may result in a lower rating.

| Criteria Number | Selection Criteria Category | Rating Points |
|------------------------|---|----------------------|
| 1 | Experience with Projects of Similar Size and Scope | 35 |
| 2 | Organization/Team Structure for this Project | 30 |
| 3 | Past Performance on Projects of Similar Size and Scope | 25 |
| 4 | Proximity of Lead Design Firm to Project | 10 |
| | Available Rating Points per Rating Member | 100 |

VII. Submissions

Two (2) original copies and **one digital copy** (thumb drive) of the Statement of Qualifications shall be submitted to:

Mr. Patrick Hankard
South Windsor Public Schools
1737 Main Street, Room 100
South Windsor, CT, 06074

All inquiries may be submitted to Patrick T. Hankard, South Windsor Public Schools at phankard@swindsor.k12.ct.us .

Appendix “A”: Milestone Schedule

Appendix “B”: Statement of Qualification Checklist

1. Letter of Interest
2. Copy of license from CT Department of Consumer Protection
3. Profile of Lead Firm
4. List of sub-consultants
5. List of projects completed, 5 minimum.