



SENIOR & COMMUNITY CENTER PROJECT

Request for Qualifications for Architectural and Engineering Services

RFQ Issue Date:

January 16, 2019

Statement of Qualification

Due: Wednesday, January 30, 2019 no later than 4:00 p.m.

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I. Project Overview

A. Project Background

Mission: The Town of Rocky Hill is committed to providing a quality of life for people of all ages. This project will reflective productive meaningful lives and responsible citizenship

Background: On August 21, 2017, Dr. Manoj Pardasani, Senior Center Consultant, presented to the Town Council his Senior Center Survey Report. Silver/Petrucelli & Associates Architects was selected in response to a Request for Qualifications for architectural and design services for the Community Center to prepare conceptual plans of the proposed project.

The Town Council held a public hearing on August 20, 2018. The Town council voted to present the project described herein at public referendum was held on Tuesday, November 6, 2018. On November 6, 2018, the referendum was passed by the voters of Rocky Hill. .

B. Project Description

The project is generally described as a 9,650 gross square foot addition to the existing Town Hall with a dedicated entry to the Community/Senior Center, including a cafe, activity and multi-use meeting rooms, and administrative space for Human Services.

Site improvements the parking around the Community/Senior Center entry include accessible drop-off/pick-up and “ample” accessible parking. Plans call for the additional parking near the Library, Police Department and Kennedy house buildings and create/complete a half mile sidewalk loop around entire campus.

Renovations within the existing exterior walls of the current Town Hall, are required for specific spaces. The Town would like to retain the existing Gymnasium, expand all activities and arts and crafts rooms, rebuild the kitchen, possibly re-purpose the stage as a game room, and relocate the Pre-K program to the exterior wall adjacent the playground.

The Town will engage the services of the following consultants:

- Geotechnical Engineers
- Hazardous Material Consultant
- Wetlands Delineation
- Property Survey
- Commissioning Agents

The architect will work with the consultants retained by the Town as part of their basic services. The Town also plans on engaging the services of a GC or Construction Manager. The GC or Construction Manager will be hired shortly after the architect is retained.

II. Project Schedule

The overall project schedule consists of a standard design, bid, and construct process ultimately resulting with owner occupancy for 2020. The design phase is tentatively scheduled to start in April 2019 and be completed by November 2019. Construction is scheduled to start in the Spring of 2020 with substantial completion by end of January 2021.

The designer selection schedule is as follows:

- | | |
|---|-------------------|
| 1. RFQ Published: | January 16, 2019 |
| 2. Qualifications Due: | January 30, 2019 |
| 3. Short-list Designers: | February 13, 2019 |
| 4. Pre-Proposal Briefing and Issue RFP: | February 22, 2019 |
| 5. Proposals Due: | March 7, 2019 |
| 6. Interview Designers: | March 28, 2019 |
| 7. Designer Selection: | March 28, 2019 |

III. Project Budget

The Total Project Budget is \$10,500,000. The Total Construction Budget is approximately \$7,900,000. The selected designer will be responsible for designing the building within this budget as well as budgets for furniture, fixtures, and equipment (FF&E) assigned by the Rocky Hill Public Building Commission. An AE Control Budget will be issued to the shortlisted firms as part of the Request for Proposal Phase.

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 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.
4. 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. Include previous working experience with each sub-consultant. At a minimum, provide the following sub-consultants:
 - Landscape Architect
 - Civil Engineer
 - Structural Engineer
 - MEP Engineer(s)
 - Interior design
 - Information Technology Consultant
 - List of projects completed with the proposed design team.
5. List a minimum of five completed projects that are similar in size and scope to this project. Information for each project shall include the following:
 - Project name, location and owner.
 - Owner's representative including contact information. Note: Owner's representative may be contacted for a referral during the review process.
 - Town manager
 - 100% design estimate with base bid and alternates (if applicable).
 - Contract base bid award amount with accepted alternates (if applicable)

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Request for A/E Firm Qualifications**

- Final construction amount.
 - Original design fee including services during construction.
6. Include the firms, and consultants, current workload (projects in design and or construction with anticipated completion dates)
 7. Include Litigation History

V. Evaluation Criteria

The Rocky Hill Public Building Commission will utilize the following criteria to evaluate each firms Statement of Qualification.

| Criteria Number | Selection Criteria Category | Rating Points |
|------------------------|---|----------------------|
| 1 | Experience with Projects of Similar Size and Scope | 35 |
| 2 | Past Performance on Projects of Similar Size and Scope | 30 |
| 3 | Organization/Team Structure for this Project | 15 |
| 4 | Current Workload | 15 |
| 5 | Litigation History | 5 |
| | Available Rating Points per Rating Member | 100 |

Ten (10) original copies of the Statement of Qualifications shall be submitted to:

Mr. John Mehr, Town Manager
Town of Rocky Hill, CT
761 Old Main Street
Rocky Hill, CT, 06067

Appendix A

Statement of Qualification Checklist

Appendix "A": 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.

Appendix B

Affirmative Action Form

TOWN OF ROCKY HILL

**AFFIRMATIVE ACTION STATEMENT
CERTIFICATION OF BIDDER**

Concerning Equal Employment Opportunities and/or
Affirmative Action Policy

The bidder certifies that it:

- 1) Is in compliance with the equal opportunity clause as set forth in the Connecticut State Law.
- 2) Does not maintain segregated facilities.
- 3) Has filed required employer's information reports.
- 4) Lists job openings with Federal and State Employment Services.
- 5) It is in compliance with the American with Disabilities Act.

Check Appropriate One:

- Yes/bidder certifies to having an Affirmative Action Program.
 Not applicable/bidder employs 10 or less people.

Bidder-Company Name

Date

Name & Title (Printed)

Signature

Appendix C

Non-Collusion Form

TOWN OF ROCKY HILL
NON-COLLUSIVE STATEMENT

Bid for: _____

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

- a. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid designed to limit independent bidding or competition, and;
- b. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned bidder further certifies that this statement is executed for the purposed of inducing the Town of Rocky Hill to consider the bid and make an award in accordance therewith.

Please complete & sign

| | |
|---------------------------------|--|
| Legal Name of Bidder | |
| Business Address | |
| Name & Title of Authorize agent | |
| Signature | |
| Date | |
| Phone # & Fax # | |

Appendix D

Conceptual Plans



