

**TOWN OF ENFIELD, CONNECTICUT**  
**REQUEST FOR QUALIFICATIONS**  
**ARCHITECTURAL AND ENGINEERING SERVICES**  
**FOR ADDITIONS AND RENOVATIONS**  
**TO**  
**JOHN F. KENNEDY MIDDLE SCHOOL**  
**155 RAFFIA ROAD**  
**ENFIELD, CT**

January 31, 2019

Sealed qualifications for the project named above will be received at the office of the Director of Finance until 11:00am, Friday, February 15, 2019. Thereafter, qualifications will be opened in public and the names of those submitting qualifications read aloud. Responses received after this date and time WILL NOT be accepted.

Specifications and the RFQ document may be obtained from the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov). Any questions concerning the services named above should be addressed to JFK Building Committee Chairman Randy Daigle at [Rdaigle@enfield.org](mailto:Rdaigle@enfield.org).

The Town of Enfield reserves the right to accept or reject any, all, or any part of qualifications, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

John A. Wilcox  
Director of Finance  
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT  
STANDARD INSTRUCTIONS**

**ARCHITECTURAL AND ENGINEERING SERVICES  
FOR ADDITIONS AND RENOVATIONS  
TO**

**John F. Kennedy Middle School  
155 Raffia Road  
Enfield, CT 06082**

1. INTRODUCTION

The Town of Enfield is soliciting qualifications for the above-named project. These Standard Instructions are a supplement to the American Institute of Architects (AIA) document A701 titled, Instruction to Bidders, 1987 edition. **If there are any conflicts between the instructions in these Standard Instructions and any other RFQ document(s), these Standard Instructions shall prevail.**

2. KEY EVENT DATES

- RFQ Available: Thur. Jan. 31, 2019
- RFQ Response Due Date: Fri. Feb. 15, 2019 at 11:00 AM
- Develop Short List: Thur. Feb.21, 2019
- Notify Short Listed Firms: Mon. Feb. 25, 2019
- Send RFP to Firms: Mon. Feb. 25, 2019
- Mandatory Walk-thru: Thur. Feb. 28, 2019
- Dead Line for any Questions: Wed. March 6, 2019
- E-mail answers to Firms: Mon. March 11, 2019
- RFP Response Due Date: Tues. March 19, 2019
- Interviews/Selections: Sat. March 23, 2019
- Architect Selected Notification Date: Wed. March 27, 2019
- Construction Start April 2020
- Construction Complete August 1, 2022

3. OBTAINING RFQ DOCUMENTS

Information packets defining scope of work and services and the selection process may be obtained from the Town's website at [www.enfield-ct.gov](http://www.enfield-ct.gov). Any questions concerning the services named above should be addressed to JFK Building Committee Chairman Randy Daigle at [Rdaigle@enfield.org](mailto:Rdaigle@enfield.org).

4. QUALIFICATION SUBMISSION INSTRUCTIONS

- A. One (1) original and twelve (12) copies along with one (1) Flash Drive of all qualifications must be submitted in a sealed envelope clearly marked "Architectural and Engineering Services for Additions and Renovations to John F. Kennedy Middle School, Enfield CT ". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Qualifications must be at the office of the Director of Finance by the time of the RFQ Responses Due Date noticed in Section 2 titled Key Event Dates.

Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first qualification is publicly opened will NOT be accepted.

- B. Ditto marks or words such as "SAME" on the Qualifications are NOT considered writing and must not be used.
  - C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the qualifications.
  - D. Qualifications are considered valid for ninety (90) days after qualification(s) are opened. Respondents may not withdraw, cancel or modify their qualifications for a period of ninety (90) days after qualifications are opened.
  - E. Qualifications must be signed by an authorized person representing the legal entity of the firm submitting the qualifications.
  - F. The inability to meet any specified requirements(s) must be stated in writing and attached to the qualifications form or written on the qualifications form.
5. PRESUMPTION OF RESPONDENT BEING FULLY INFORMED  
At the time the first qualification is opened, each respondent is presumed to have read and be thoroughly familiar with all RFQ and contract documents for this project. Failure or omission of the respondent to receive or examine any information shall in no way relieve any respondent from obligations with respect to their qualifications.
6. PRE-SUBMISSION CONFERENCE  
Attendance is NOT mandatory at the pre-submission conference, if any is indicated in section 2 titled Key Event Dates. Failure to attend the conference does not relieve respondents of obligations under this RFQ.
7. INTERPRETATION OF ACCEPTABLE WORK  
The specifications, RFQ and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.
8. TAX EXEMPTIONS  
The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions.
9. INSURANCE  
The firm awarded the contract for this project must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following minimum requirements:
- A. Commercial General Liability limits for bodily injury, property damage, or personal injury, minimum \$1,000,000 per occurrence/\$2,000,000 General Aggregate.
  - B. Commercial Automobile Liability limits for property damage or bodily injury caused by owned, non-owned or hired autos, minimum \$1,000,000 combined single limit..
  - C. Workers' Compensation: Section A: As Per Connecticut State statutes. Section B: (Employer Liability): \$500,000/\$500,000/\$500,000.
  - D. Professional liability coverage (errors and omissions coverage) with a minimum of \$5,000,000 Per Claim/\$5,000,000 Annual Aggregate.
  - E. Umbrella (or Excess Liability) over sections A, B and D (Employer Liability) with a minimum of \$5,000,000 per occurrence/\$5,000,000 Aggregate
  - F. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for General Liability and Auto Liability coverage.
  - G. All insurance is to be provided by carriers authorized to issue such insurance in the State of

Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.

- H. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".

Insurance coverage is subject to review by the Town Risk Manager or Finance Director.

10. GUARANTEE

The firm awarded work under this Request for Qualifications shall guarantee all labor, material and workmanship for a period of one (1) year from the date of substantial completion as determined by the Town. Five (5) percent of the total contract amount may be retained by the Town of Enfield for the duration of the guarantee period, or until the work is fully accepted by the Town, whichever is later.

In addition, any product warranty offered by the manufacturer or distributor in excess of one (1) year shall be given to the Town by the firm at the time of substantial completion.

11. PERMITS

The firm awarded the contract for this project is solely responsible for obtaining all required permits, obtaining all necessary inspections and approvals, and satisfying any and all fees. The Town will waive all Town of Enfield fees for building permits and inspections.

12. FAIR EMPLOYMENT PRACTICES

The Respondent agrees not to discriminate against any employee or applicant for employment in the performance of this RFQ's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

13. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends to use the American Institute of Architects (AIA) document B101-2017, Standard Form of Agreement Between Owner and Architect.

14. AWARDING THE RFQ

The Town of Enfield reserves the right to accept or reject, any, all, or any part of submissions, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

It is the Town's policy to not award to those who owe Town of Enfield prior year(s) property taxes.

The lowest priced response is NOT the sole determining factor when awarding this RFQ.

15. MODIFICATIONS AND ADDENDA

The Town may, before or after the public opening and in its sole discretion, clarify, modify, amend or terminate this RFQ if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov). Each respondent is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its qualification in accordance with the RFQ as modified by the addenda.

16. NON-APPROPRIATION CLAUSE

The fiscal year of the Town of Enfield commences on July 1st and ends on the next following June 30th. Funding for this agreement in subsequent fiscal years is subject to future budget approvals. In the event that such funding is not approved, the Town may terminate this agreement 30 (thirty) days prior to the commencement of the next following fiscal year.

17. INDEMNIFICATION REQUIREMENT

The firm awarded the contract for this project shall hold harmless, defend and indemnify the Town of Enfield ("the Town") from all loss, liability, damage, penalty, expense or fee, including attorney's fees, or other costs or obligations which result from or arise out of the performance or breach of obligations of the firm, any employee, agent or personnel, including without limitation, claims brought against the Town by third parties, employees of the Town, or employees of the firm. The indemnification provisions shall survive the termination of the Contract.

Revised July 2015

**END OF STANDARD INSTRUCTIONS**

**ATTACHMENT A  
SCOPE OF WORK**

**TOWN OF ENFIELD, CONNECTICUT  
REQUEST FOR QUALIFICATIONS**

**ARCHITECTURAL AND ENGINEERING SERVICES  
FOR ADDITIONS AND RENOVATIONS  
TO**

**John F. Kennedy Middle School  
155 Raffia Road  
Enfield, CT 06082**

**1. INTRODUCTION**

- A. The Town of Enfield, representing the Board of Education, seeks a qualified Architectural and Consultant Design Team for the Additions and Renovations to the existing 162,000 GSF John F. Kennedy (JFK) Middle School. The existing school sits on 54 acres (27 developed acres).
- B. The selected firm shall design the entire project to meet the “Renovate as New” modernization option that is offered by the State Department of Education under Conn. Gen. Stat. §10-282, et seq., as may be amended and the High-Performance Standards and Guidelines which were issued by the Connecticut Department of Administrative Services and the Office of School Facilities.
- C. Overall, JFK Middle School needs physical plant and site improvement upgrades, including science labs; technology education and general classroom improvements; locker room and gymnasium expansions/renovations; auditorium and stage expansion; accessibility and code improvements; sports field and court improvements; and overhaul or demolition of the existing portable classrooms. In addition, hazardous materials abatement (including, but not limited to Asbestos, PCB's, and Lead); building and life safety code upgrades; and complete renovation of the building systems including, but not limited to, HVAC; mechanical; electrical; IT; telecommunications; and elevators. This work shall also include total roof replacement (roof over the 2000 Media Center addition not included) and substantial improvements to the existing building(s) including, but not limited to, windows; doors; and masonry.
- D. Enrollment demographic study completed in May of 2017, indicates that future enrollment projections at JFK will increase over the next few years, with a highest projected enrollment of 1,215 students during the 2022-23 school year.

**2. PROJECT BUDGET**

- A. \$71.8 million – In Construction Costs
  - \$4.5 million – Furniture, Fixtures, and Equipment, Technology
  - \$8.0 million – In Architectural, Construction Management, Construction Administration, Commissioning, Insurance, and various and sundry consultants.

### **3. PROJECT SCHEDULE**

- A. The Board of Education intends to occupy the completed facility no later than **August 1, 2022.**

### **4. PROJECT DELIVERY METHOD**

- A. Construction Manager at Risk (CMR) – Guaranteed Maximum Price (GMP): The selected Architectural and Engineering firm shall develop design and construction documents in cooperation with a CMR for this Project. The CMR shall publicly bid the Project elements and enter a GMP with the Town. After consultation with and approval by the Town, the CMR shall award subcontracts to responsible, qualified sub-contractors submitting the lowest responsible bids to build the Project.

### **5. SUBMISSION OF REQUEST OF QUALIFICATION**

- A. One (1) original and 12 (twelve) copies along with one (1) Flash Drive of all qualifications, and must be submitted in a sealed envelope clearly marked “Architectural and Engineering Services for Additions and Renovations to John F. Kennedy Middle School, Enfield CT.” If forwarded by mail or courier, sealed envelopes must be addressed to “Mr. John Wilcox, Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082”. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after **11:00 AM, Friday, February 15, 2019** will **NOT** be accepted. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.

### **6. TIMELINE OF THE RFQ/RFP PROCESS**

- A. The timeline is set forth in **STANDARD INSTRUCTIONS**, section 2. KEY EVENT DATES.

### **7. REQUEST OF QUALIFICATION SUBMISSION FORMAT**

- A. The Qualification Statement must be organized in the following format with all sections included in the order shown and address the following (any deviation from the directions given, missing and/or incorrect information may disqualify the respondent’s qualification statement):
- B. The Town of Enfield reserves the right to accept or reject any, all, or any part of the proposals, to waive formalities/informalities, and to award to the firm deemed to be in the best interest of the Town of Enfield.

### **8. LETTER OF INTEREST**

- A. Letter of interest (maximum of 3 pages) to the Director of Finance, Mr. John Wilcox. Include a brief history of the firm, firm’s ability to perform the work and understanding of the project.

### **9. FIRM HISTORY**

- A. Name of firm, and location of principal and branch offices, length of time in business, size of firm/staff and brief history.

### **10. CORPORATE AND PROFESSIONAL LICENSES**

- A. The qualified Architectural, Engineering and consulting firms must provide a current State of Connecticut License to practice in the State.

## **11. DESIGN TEAM**

- A. Qualifications shall be included for the entire design team, consisting of the architect and the proposed sub consultants, which shall include where necessary various engineers (site/civil, mechanical, electrical, plumbing, fire protection, structural, geotechnical) and specialty consultants (landscape architect; cost estimator; technology; security and communications; food service; furniture and equipment design, procurement assistance and installation oversight; sustainability; acoustical; building information modeling).

## **12. PROJECT APPROACH**

- A. Firms shall provide a narrative (maximum of 5 pages) explaining firm's commitment and project approach to the Project, staffing and resources, experience working with the Connecticut Office of School Construction Grants & Review (OSCGR), a time line for the project, and controlling budget and schedule.

## **13. HIGH PERFORMANCE BUILDING CERTIFICATION**

- A. To meet legislative requirements, this project will conform to the State of Connecticut High Performance Building Standard. For purposes of this submittal, Respondent shall provide credentials for an experienced Professional from current staff or outside consultant who is not involved in the design, to serve as the HPBS oversight consultant during all project phases through and including submittal for certification. Provide evidence of performance in this capacity on minimum of three (3) projects of comparable size and dollar amount. LEED Certified projects shall be considered as equivalent experience.

## **14. STANDARD FORM 330**

- A. The 330 documents must be consistent with the State of Connecticut QBS (Quality Based Selection) format and be tailored to this project. List projects that both the Architect and the major consultants have worked on together. Provide references for such projects.

## **15. CONNECTICUT EXPERIENCE**

- A. Submit a separate sheet for each project (maximum of 5 projects) that would demonstrate your firm's experience with Connecticut public school work of similar size and scope. The most recent project should be first. For each project the following information should be clearly indicated: Name and location of the school, date the design started, date project was completed, delivery method of construction (i.e. CM at risk, CM agency, Lump Sum, etc.), construction cost at start of construction, final cost and total amount of change orders approved. Identify the percentage of change orders which are the design team's responsibility and which are a result of other causes (i.e. owner changes, field conditions etc.). Also, identify projects that have been LEED Certified or which conform to the state's High Performance Building Standard.



## 16. REFERENCES

- A. Include the name, title, and contact information of the owner's representative for each of the projects that were referenced in the previous section. In addition, provide the name and contact information of the contractor or construction management firm and their project manager for each project.

## 17. LITIGATION HISTORY

- A. Include a statement detailing whether your firm is currently in litigation or has been involved in litigation in the past five (5) years. If there is litigation history, please explain the circumstances and the outcome.

## 18. EQUAL EMPLOYMENT OPPORTUNITY

- A. Explain your firm's commitment to equal employment opportunity, consistent with the Town of Enfield.

## 19. SELECTION CRITERIA

- A. Qualifications will be evaluated by the Town of Enfield John F. Kennedy Building Committee. The Committee will then identify those firms selected for further interviews. Evaluations will be based upon the review of Qualification Submission Format and the Standard Form 330. The Town of Enfield reserves the right to accept or reject any, all, or any part of the proposals, to waive formalities/informalities, and to award to the firm deemed to be in the best interest of the Town of Enfield.

## 20. MANDATORY WALK-THROUGH

- A. A Mandatory walk-through of the building will be **ONLY** for the short-listed firms and will be held on **Thursday, February 28, 2019 at 3:30 PM** at John F. Kennedy Middle School, 155 Raffia Road, Enfield, Connecticut. The tour will begin at the Main Office in the Administrative Wing. **This will be the ONLY time anyone will be allowed to view the school.** All questions must be received by **Wednesday, March 6, 2019 by 3:00 PM.**

## 21. ARCHITECT AND OWNER RESPONSIBILITY MATRIX

1. Programming	Owner/Design Team
2. Land Survey Services	Design Team
3. Geotechnical Services	Design Team
4. Space Schematics / Flow Diagrams	Design Team
5. Existing Facilities Surveys	Design Team
6. Mechanical and Electrical Engineering	Design Team
7. Fire Protection Engineering	Design Team
8. Structural Engineering	Design Team
9. Site Analysis and Selection	Owner
10. Environmental Studies and Reports	Owner/Design Team
11. Hazardous Materials Analysis/Design	Owner/Design Team
12. Owner-Supplied Data Coordination	Design Team

13. Site/Civil Engineer	Design Team
14. Wetlands Mapping	Owner/Design Team
15. Sewer System Analysis and Design	Design Team
16. Traffic Analysis	Design Team
17. Zoning, Planning & Land Use Submittals/Approvals	Design Team
18. Landscape Design	Design Team
19. Interior Design	Design Team
20. Furniture, Furnishings and Loose Eqpt	Design Team
21. Technology Infrastructure Design	Design Team
22. Technology Equipment Specifications	Design Team
23. Security System Specifications	Design Team
24. Theater/Lighting Design	Design Team
25. Acoustical Engineering	Design Team
26. Food Service Design	Design Team
27. Detailed Cost Estimating	Design Team/CM at each Phase (Min of 4)
28. Value Analysis	Design Team/CM
29. Schedule Development and Monitoring	Owner/Design Team/CM
30. Bidding or Negotiation	Design Team/CM
31. Special Inspections	Owner
32. On-Site Project Representation	Owner/Design Team/CM
33. Construction Management	CM
34. Start-up Assistance	Owner/Design Team/CM
35. Commissioning	Owner
36. Record Drawings Design	Design Team/CM

**END OF ATTACHMENT "A"**