

**TOWN OF BROOKFIELD
MUNICIPAL BUILDING COMMITTEE
REQUEST FOR QUALIFICATIONS**

**FOR
ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE CONSTRUCTION OF**

**NEW PK-5 SCHOOL
(to be located on the existing huckleberry Hill
School Site - 100 Candlewood Lake Rd,
Brookfield, CT 06804)**

APRIL 19, 2019

**STATEMENT OF QUALIFICATIONS DUE:
MAY 2, 2019, BY 12:00 p.m.**

**AND MUST BE SUBMITTED TO THE
MUNICIPAL BUILDING COMMITTEE
TOWN OF BROOKFIELD**

**C/O PURCHASING AGENT
JERRY GAY
100 POCONO ROAD
BROOKFIELD, CT 06804**

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**Request for Qualifications
Architectural and Engineering Services
New PK-5 School
Brookfield, CT**

I. INVITATION TO SUBMIT QUALIFICATIONS

The Town of Brookfield (herein referred to as "The Town") invites interested and qualified parties to submit a statement of qualifications based on the requirements of the RFQ. The Town desires to select qualified respondents to provide Architectural/Engineering services for a new PK-5 School. Qualification statements should be addressed to Paul Checco, Chairman, Town of Brookfield Municipal Building Committee, in care of:

Town of Brookfield
Purchasing Agent
Jerry Gay
100 Pocono Road
Brookfield, Ct 06804

All qualification statements shall be delivered by date and time on cover.

The documents included as part of this RFQ are as follows:

Request for Qualifications - This Document
Educational Specifications
Deliverables of the Architect
A-E Ratings Sheet

Questions must be submitted to the Purchasing Agent, Jerry Gay, via email to jgay@brookfieldct.gov no later than 5:00 p.m. on April 26, 2018. Answers will be posted on the Town of Brookfield website, www.brookfieldct.gov under "Bids & RFP's", as will any addenda to this document. It is the responsibility of each respondent to ensure they are incorporating any and all answers and addenda into their submission.

II. PROJECT DESCRIPTION - SCOPE OF SERVICE

The scope of work will include the design of a new PK through grade five school to serve a total of 1,138 students. The new elementary school will contain approximately 138,852 gross square feet and be located on the existing Huckleberry Hill Elementary School site located at 100 Candlewood Lake Road). The overall project requires the redevelopment of the existing school site containing a total area of development approximately 16.5 acres to accommodate the construction of the new school, demolition of existing and installation of new related site amenities. The intent is to construct the new structure towards to the "rear", or western portion of the site, while the existing Huckleberry Hill School is occupied. Town owned property provides the possibility for both vehicular and pedestrian access at Candlewood Lake and Nabby Road. This will allow for improved bus and parent traffic flow patterns as well as primary and secondary entry/egress to the site that does not currently exist.

The project has an estimated total cost of \$78,141,446 with a proposed construction cost of \$66,081,561 inclusive of the new building, site improvements, and demolition of the existing school. The project was approved by the Town at referendum on March 5, 2019.

The site development will include the design of a new access road from both Candlewood Lake and Nabby Road, parking for approximately 250 vehicles, loading/receiving area, review and analysis of the existing 500 year flood plain, designed separation of bus and parent vehicular drop off areas, the relocation (replacement) of the existing baseball and soccer fields, and three age appropriate play areas adjacent to the new building.

Project Schedule – A project milestone schedule will accompany the RFP, for those firms selected to submit.

Information on the Project approved at Referendum by the Town can be obtained at <http://newschoolproject.brookfieldps.org/home> under the Documents, Presentations and Results tab on the left side.

III. TIMELINE OF THE RFQ PROCESS

The following time line has been established:

RFQ Available for Pick-up	April 19, 2019
RFQ Response Due Date	May 2, 2019 at 12:00 p.m.
Develop Short List	TBD
RFP to Short List Architects	TBD
RFP Response Due Date	TBD
RFP Respondent Interviews	TBD
A/E scope review completion	TBD
Award Recommendation (tentative)	TBD

IV. SUBMISSION OF QUALIFICATION STATEMENTS

The qualification statement is due by the above mentioned date and time. Respondents are required to submit five (5) copies of their team's qualification statements to the following;

Paul Checco – Chairman
Town of Brookfield Municipal Building Committee, in care of:

Town of Brookfield
Purchasing Agent
Jerry Gay
100 Pocono Road
Brookfield, Ct 06804

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):

- 1. Letter of Interest** - Letter of interest. Include a brief history of the firm. Indicate the Respondent's interest in and approach to the project.
- 2. Corporate and Professional Licenses** - Corporations must submit a copy of their current Corporate License (Certificate of Registration) issued by the Professional Licensing Board from the Connecticut Department of Consumer Protection. Sole proprietorships and partnerships (all partners) must submit proof of their current Connecticut professional licenses.
- 3. Design Team** – 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).
- 4. High Performance Building Certification** – To meet legislative requirements, this project shall comply with the State of Connecticut High Performance Building Standard (HPBS). 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. LEED Certified projects shall be considered as equivalent experience.

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- 5. Energy Simulation** – Respondent must demonstrate the Design Team's ability to perform Whole Building Energy Simulation showing proposed building performance rating per ASHRAE/IESNA Standard 90.1, using the Building Performance Rating Method in Appendix G of that standard. Provide evidence of performance in this capacity on a minimum of five (5) projects of similar size and complexity. For each project the following information should be clearly indicated: Name and location of the facility, date the simulation was completed, description of the facility including age, scope of project, and contact information for owner/end user.
- 6. Office in the State of Connecticut** - Out of state corporations, sole proprietorships and partnerships will be required to have a fully staffed and operational office located in the State of Connecticut and shall include their current "Certificate of Authority to do Business" in the State of Connecticut," as well as their "Certificate of Good Standing" from their home state.
- 7. Document SF #330** - The document should be tailored to this project. List projects that both the Architect and the major consultants have worked on together. Provide references for such projects.
- 8. Connecticut School Experience** - Submit a separate sheet for each project 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.
- 9. References** - 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. **(This information may be included within the Connecticut School Experience section. If so, indicate in section 9 where reference information can be found)**
- 10. Current & Future Workload** - Please provide a bar chart indicating the workload currently under contract for all members of the design team for the next 36 months.
- 11. Litigation History** - 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.
- 12. Acceptance of General Terms and Conditions (VI), Insurance Requirements (VII)** – Include a statement that the firm agrees to comply with all provisions in these two sections of this RFQ document.
- 13. Owner's Consultants** – The Owner intends to retain several consultants (if / as required) who the Respondent will be expected to collaborate with and whose work product may affect or require integration into the Respondent's documents. Such consultants may include but not be limited to environmental engineers, commissioning agents and third party reviewers.
- 14. Document Format and Availability** – Design documents shall be produced in the latest version of REVIT or other Owner approved Building Information Modeling (BIM) software (as decided before contract issuance). BIM models shall be made available to the Construction Manager at no cost for use in coordination of trade contractor work.

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V. METHOD OF SELECTION/CRITERIA FOR AWARD

Responding firms will be evaluated on their qualification statement by the Municipal Building Committee (MBC). The MBC will evaluate the qualification statements on the proven ability of each respondent to perform the requested services and any other factor or criterion that the Municipal Building Committee may deem relevant or pertinent for its evaluation of such qualification statements.

Consistent with State Statute, the Municipal Building Committee will develop a short list of no more than four (4) most highly qualified firms. All respondents will then be notified in writing of their status. The Municipal Building Committee will then interview the selected firms. Firms selected for interview will be required to submit a written response to a request for proposal (RFP) and present that information in an oral presentation not to exceed (45) minutes.

The Municipal Building Committee's first choice will then be scheduled for scope review and final negotiations with the Municipal Building Committee or their designated representatives.

The award of the contract for architectural and engineering services will be made, if at all, to the respondent whose evaluation by the Municipal Building Committee results in the Municipal Building Committee recommending that such award to such respondent is in the best interests of the Town of Brookfield (Town). However, the selection of a respondent and the execution of a services agreement, while anticipated, are not guaranteed. The Town reserves the right to reject any or all of the qualification statements, or parts thereof, and/or to waive any informality or informalities in any of the qualification statements or the selection process for this RFQ or subsequent RFP, if such rejection or waiver is deemed in the best interests of the Town.

Neither the Town nor any of their respective officers, directors, employees or authorized agents shall be liable for any claims or damages resulting from the evaluation, selection, non-selection or rejection of any qualification statements or proposals submitted in response to this RFQ or subsequent RFP.

VI. GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to the terms and conditions of this RFQ, including the following, and must positively state their acceptance and compliance with them in their response to this RFQ.

- 1. Acceptance or Rejection by the Town** - The Town reserves the right to accept and/or reject any or all qualification statements submitted for consideration, if doing so serves the best interests of the Town. Respondents whose qualification statements are not accepted will be notified in writing.
- 2. Ownership of Documents** - All qualification statements submitted in response to this RFQ become the sole property of the Town and subject to the provisions of Section 1-200 of the Connecticut General Statutes (re: Freedom of Information).
- 3. Ownership of Subsequent Products** - Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ and subsequent RFP, become the sole property of the Town unless stated otherwise in the RFQ, RFP or contract.
- 4. Timing and Sequence** - Timing and sequence of events resulting from this RFQ will ultimately be determined by the Town.
- 5. Oral Agreements** - Any alleged oral agreement or arrangement made by a respondent with any board, commission, agency, employee or agent of the Town will be void and of no force and effect.
- 6. Amending or Canceling Requests** - The Town reserves the right to amend or cancel this RFQ prior to the due date and time, if it is in the best interest of the Town to do so.

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- 7. Rejection for Default or Misrepresentation** - The Town reserves the right to reject the qualification statement of the respondent that is in default of any prior contract with the Town or any of the Town's boards, commissions or other agencies, or for misrepresentation.
- 8. Clerical Errors in Awards** - The Town reserves the right to correct inaccurate awards resulting from its clerical errors.
- 9. Rejection of Qualification Statements** - Qualification statements are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.
- 10. Changes to Qualification Statements** - No additions or changes to the original qualification statement will be allowed after the time and date required for submittal.
- 11. Contract Requirements** - A formal agreement will be entered into with the firm selected.
- 12. Rights Reserved** - The Town reserves the right to reject any and all qualification statements in whole or in part, or to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town will be served by doing so.
- 13. Withdrawal of Qualification Statements** - Negligence on the part of the respondent in preparing the qualification statement confers no right of withdrawal after the time fixed for the acceptance of the qualification statement.
- 14. Assigning, Transferring of Agreement** - The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by the Town.
- 15. Cost of Preparing Qualification Statements** - The Town shall not be responsible for any expenses incurred by the respondent in preparing and submitting a qualification statement. All qualification statements shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
- 16. Definition of Terms** - For the purpose of this qualification statement, whenever the word "respondent" appears, it shall refer to "Architect" or "Architect/Engineer," and whenever the word "Architect/Engineer" or "Architect" appears, it shall refer to "respondent."

VII. INSURANCE REQUIREMENTS

A. General Requirements

The Architect/Engineer shall be responsible for maintaining insurance coverage in force for the term of the contract of the kinds and adequate amounts to secure all of the Architect/Engineer's obligations under this contract with an insurance company(ies) with an AM Best Rating of A- VIII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town.

The insurer shall provide the Department with Certificates of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Department written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the ARCHITECT/ENGINEER'S responsibility under this contract.

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The ARCHITECT/ENGINEER, at the ARCHITECT/ENGINEER'S own cost and expense, shall procure and maintain all insurances required and shall include The Town as additional insureds on all contracts, except Workers' Compensation and Professional Errors and Omissions coverage.

In order to facilitate this requirement for insurance, it is recommended that the ARCHITECT/ENGINEER forward a copy of these requirements to the ARCHITECT/ENGINEER'S insurance representative(s).

B. Specific Requirements

1. Specific insurance coverage amounts will be included in the Request for Proposals package, as determined by the Town.

C. Subcontractor Requirements

The ARCHITECT/ENGINEER shall require any subcontractors and independent contractors hired by the ARCHITECT/ENGINEER to carry sufficient amounts of insurance and to obtain certificates of insurance which shall be submitted to and approved by the Town before such subcontractors and independent contractors are permitted to begin work.

The ARCHITECT/ENGINEER shall require that the Town be included as additional insureds on all subcontractors' and independent contractors' insurance before permitted to begin work.

The ARCHITECT/ENGINEER and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the town and their officers, agents, servants and employees.

D. Other Data

The Town reserves the right to amend amounts of coverage required and types of coverage provided based on work or service to be performed.

END OF REQUEST FOR QUALIFICATIONS