



**TOWN OF TRUMBULL
BOARD OF EDUCATION
REQUEST FOR QUALIFICATIONS
REQUEST FOR ARCHITECTURAL SERVICES FOR WINDOW REPLACEMENT**

RFQ: # 6271 DUE: FEBUARY 6, 2018 AT 2:00PM

GENERAL INFORMATION

The Town of Trumbull (hereinafter referred to as Town) invites interested parties (hereinafter referred to as Consultant, Architect) to submit qualifications and samples of Hourly rates based on the requirements of the enclosed RFQ/P. The information contained herein outlines the intent and scope of this request; and the guidelines governing the submission and evaluation process. The town of Trumbull and Trumbull Public Schools is seeking an experienced architectural firm to provide services for two window replacement projects for State Grant associated paperwork, reviews and Submissions.

THE TWO WINDOW PROJECTS:

Jane Ryan -TMP-144-DCPM

Both Hill -TMP-144-NNHH

It is requested that proposals conform to this request as closely as possible. Any exceptions or alternative proposal shall be clearly delineated in a separate attachment to the proposal submitted.

The Town along with the Board of Education will be using State Statute CGS 10-287 to select the Top 4 Architects to get sealed cost analysis of help putting together with all state regulations a possible 2 RFP's with the Purchasing agent to complete both window construction jobs. This sealed Proposal will be a NOT TO EXCEED cost for the service. This will be asked from the top 4 architects after the qualifications of this RFQ have be evaluated by the Building Committee. The committee along with BOE director of facilities may choose 2 Architects one for each project. DO not send a sealed proposal with this RFQ, in doing so you will be disqualified.

A. PREPARATION OF QUALIFICATION AND EXPERIENCE

1. One (1) ORIGINAL and **eight (8) EXACT COPIES** of your proposal shall be submitted. All Qualifications proposals should be submitted in a clear, concise and legible manner to permit proper evaluation.
2. Proposers may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to meet the requirements (deliverables) of this request.

B. PROPOSAL SUBMISSION

1. Proposals are to be submitted in a sealed envelope and addressed as follows:

RFQ # 6271 Architectural Services Window replacement

Attention: Kevin J Bova

Purchasing Agent

Town of Trumbull

5866 Main Street, Trumbull, CT 06611

2. Proposals must be signed by an authorized principal or agent and that the person signing the formal proposal must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations. Unsigned proposals shall not be considered.

3. A proposal may be withdrawn at any time prior to the above scheduled date. A proposal received after the above scheduled date and time shall not be considered or opened.

C. TOWN OPTIONS

The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

D. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

E. INQUIRIES

1. General questions concerning this request and submission requirements may be directed to **Mr. Kevin Bova** Purchasing Agent, at (203) 452-5042 or kbova@trumbull-ct.gov . . . Inquiries of a technical nature may be directed to Mark Deming (203-452-4306) Director of Facilities, Trumbull Board of Education MDeming@trumbullps.org To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing or by Fax as appropriate to all proposers.
2. Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request. The Town further reserves the right to request additional information at any time after proposals are opened.

F. AWARD AND AUTHORITY

The Town along with the Board of Education will be using weighed matrix scoring sheets to get the top 4 Design professionals-Architect. After the qualifications, The building committee will interview the top 4. The Award may be 1 or 2 Design professionals-Architect(s) for one or both projects. Time is of essence. The Town may elect just one Design professionals-Architect consultant to do both School projects if Feasible and if it is in the best interest of the Town.

G. PRICING

There is no pricing it will be based off the qualifications. After qualifications, the selection will be based off Pricing for in the best interest of the town. This sealed Proposal at the interview will be a NOT TO EXCEED Cost for the service.

This will be asked from the top 4 architects after the qualification process.

DO not send a sealed proposal with this RFQ, in doing so you will be disqualified

H. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any contractor or subcontractor of the Town offers and agrees to assign to the public purchasing body all rights, title and interest in and to all causes of action it may have under Sec. 4 of the Clayton Act, 15 U.S.C. Section 15 or under Chapter 624 of the General Statutes of Connecticut arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

I. HOLD HARMLESS CLAUSE

Any contractor or subcontractor of the Town agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

J. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. Insure that all work complies with all local, state and federal guidelines, laws and building codes necessary to accomplish these projects. The respondent shall acknowledge and agree that, should it be awarded the Contract, it shall be solely responsible for strict compliance with all federal, state and local statutes, laws, codes, rules, regulations and ordinances, and for the procurement and maintenance of all necessary licenses and permits relating to the performance of services

K. INSURANCE

1. The selected firm(s) is required to furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Bid and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Trumbull. Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.
2. **LIABILITY INSURANCE.** The Consultant(s), upon the submission of a proposal shall deliver to the District proof of professional liability insurance in the sum of \$1,000,000 (one million dollars) issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request.

L. ADDENDUMS

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov .

M. CONFLICT OF INTEREST

Public officials shall be prohibited from receiving any town work procured Through a Public Bid or bid waived process so as to avoid any appearance of Impropriety or Conflict of interest; and; Public officials cannot circumvent the Intent of this Ordinance by receiving town work through a bid waiver, as Proscribed by the Trumbull Town Charter

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GENERAL REQUIREMENTS

GENERAL

The selected Architectural Firm(s) shall provide, professional architectural Services
The Firm will help and work in conjunction with the purchasing Agent to put a RFP for BOTH construction projects.
This maybe 2 RFP's one for each Window project. The Town may choose two consultants or just one for the projects.

A. CONTRACT MANAGEMENT

These services include, without limitation, monitoring and tracking financial activities. The selected Architectural Firm will prepare and recommend payment for request received from the contractor to the facilities department Mark Deming. Construction contractor payment disputes relating to the construction contract will be resolved by the Architectural firm with final approval from the BOE

B. PROJECT COORDINATION

These services include, without limitation, coordinating the activities of the construction contractor, the selected Architectural Firm will hold a pre-construction meeting two weeks prior to the start of EACH Window construction.

C. RECORD KEEPING

These services shall include, without limitation, submitting copies of all project correspondence to the BOE. In addition, the selected Architectural Firm will maintain a duplicate set of files. Upon completion of the contract, the selected Consultant will provide the Town& BOE, with all test reports, as built plans, inspections, field notes, measurements, material slips, and any other copies of material, pertinent data regarding the contract. These records shall be bound in chronological order and made available in electronic form, or as otherwise specified by the Town/BOE.

D. EVALUATION AND AWARD TO THE TOP 4.

Selection Criteria

- The Architectural firm understanding of the Scope of Services as evidenced by the quality of the proposal submitted.
- The background and experience of the firm in providing the wide range of services requested.
- The demonstrated effectiveness of the Consultant's proposed service delivery system to ensure quality service and timely completion of services.
- The background, education, qualifications and relevant experience of key personnel to be assigned to this contract, especially those of the day-to-day project manager.
- References attesting to the quality of services performed and/or demonstrated ability of the Architectural Firm. Please be advised that the Town will contact references provided.
- Environmental experience & State Grant experience School projects.

Selection Procedures

- Proposals in response to this RFQ will be reviewed against the criteria listed above, and award of interview will only be made to the top four firms. To get to the top four firms the building committee /selection team will use a scoring matrix based on qualifications.
- A Selection team WILL assist the BOE Facilities Director in choosing the successful respondents to provide the requested services.

- Respondents submitting the RFQ the top four responsive proposals will be invited to an interview with a Selection Committee on the date and time TBD.
- The Town intends to interview with the top 4 most responsive, top qualified and responsible respondents whose Qualifications is determined to be in the best interest of the Town. Right after the interviews, the purchasing agent will ask on behalf of the selection committee for their best proposals to help put together a RFP to complete the two window projects. These proposals will be in a sealed envelope -1 original and seven copies addressed to Kevin Bova purchasing agent Proposals for RFQ 6271 and delivered to the purchasing office One day after the interview.

E. PROPOSALS

The Town is not liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before a Selection Committee. Respondents shall submit as their proposal the following:

- 1) Letter of Transmittal
A letter of transmittal addressed to **Mr. Kevin J. Bova, Purchasing Agent**, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFQ. The letter should also include a brief discussion of the respondent's background, experience such as environmental and State grant school projects, and ability to perform this contract in accordance with the **Scope of Services**. In addition, to be provided is a listing of clients for whom similar services were performed, and the nature of this project.
- 2) Experience
Please provide a detailed written summary of the firm's history and experience and capability in providing the full range of architectural, engineering and construction management services in the State of Connecticut
- 3) Management Plan
Describe Architectural Firm management system and how it will function to ensure timely delivery of services.
- 4) Letters of Reference
Architectural Firm must provide a minimum of five (5) letters of reference, addressed to Mr. Kevin J Bova Purchasing Agent, and sufficiently detailed to include names, titles, addresses and telephone numbers as to allow the Town to contact these references. Please request that all letters be sufficiently detailed to indicate the type of services performed and deliverables provided. References should be from recent recipients of the Consultant's services (within the past Five years).

F. REQUIRED FORMS

As a condition of doing business with the Town, the successful respondent must be certified by the Town as an Equal Employment Opportunity Employer.

G. Travel Time:

Travel time to and from Trumbull for various meetings and/or site visits shall NOT be invoiced to the Town of Trumbull for the various assigned tasks.

SCOPE OF WORK

Architectural Services for Window Replacement Projects at Jane Ryan and Booth Hill Elementary Schools

The town of Trumbull and Trumbull Public Schools is seeking an experienced architectural firm(s) to provide services for two window replacement projects, scheduled to be accomplished summer 2018. The successful firm will have experience in performing state reimbursed projects (CHRO- Set Aside), specifically window replacement, and managing environmental issues that can be related to these projects. It is anticipated that both projects will be accomplished simultaneously.

The successful firm will represent the town and BOE in all meetings involving state approvals, will insure all paperwork is handled in a manner consistent with state requirements and meets submission deadlines as required.

Will also provide the following:

1. Schematic Design for both Schools
2. Construction Documents as required for storefront window and door, construction
3. Cost Estimates as required
4. Provide completed as-built documents
5. Provide complete Bid package ready for public bidding to Town's Purchasing department
6. Attend job meetings and Building Committee meetings as required
7. Bid reviews and recommendations
8. Insure updated code analysis and adherence

May also provide the following in conjunction with Environmental Sub-Contractors

9. Environmental assessment, testing and monitoring as needed
10. Environmental abatement plans as needed

The A/E shall be responsible for the professional quality, technical accuracy and the coordination of the engineering and design work; construction documents shall be signed and sealed by the responsible registered A/E.

Insure that all work complies with all local, state and federal guidelines, laws and building codes necessary to accomplish these projects.

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Jane Ryan TMP-144-DCPM
Both Hill TMP-144-NNHH

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REFERENCES -QUALIFICATIONS

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). ***(Attach additional pages as necessary)***

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 5:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

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ARCHITECTURAL SERVICES

Company Name

by (Signature)

Address

Print Name (Duly Authorized Rep)

Address

Title

Date

Telephone/Fax

Email

Cell Phone/ Alt.Contact Number

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EQUAL EMPLOYMENT OPPORTUNITY:

The respondent/bidder is instructed to complete the following:

1. Does the company have a written policy statement regarding equal employment opportunity?
[] Yes [] No
(If yes, attach a copy)
2. In recruiting employees are all sources of recruitment notified that all qualified applicants will receive equitable consideration?
[] Yes [] No

If yes, provide brief description of what methods were employed:

3. Do all recruitment advertisements state that you are an Equal Opportunity Employer?
[] Yes [] No
4. Please list by name and contact person, any local community agency or other group providing minority and female placement service, which you have contacted in the last twelve (12) months. If none, please state:

5. If additional means are employed to advertise or solicit minority and female applicants for employment opportunities within your company, please indicate:

6. Does your company maintain a written Affirmative Action Plan for the employment of females and minorities?
[] Yes [] No
(If yes, attach a copy)

7. Please indicate the name and address of the company official(s) responsible for carrying out the Equal Opportunity/Affirmative Action Program for your company:

8. If a written Affirmative Action for your company is not in place, please estimate the number of vacancies expected during the next twelve (12) months and indicate the numerical or percentage goals you have set for Employment of minority people and females to make your labor force reflective of the labor market in which you operate.

The vendor is hereby notified that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered to contract with the Town of Trumbull. The vendor is further advised the Affirmative Action Statement included with the bid document will become part of the contract and that any breach of such statements will constitute a breach of contract subject to such remedies as provided by law.

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that all entries above are true, complete and correct, to the best of my knowledge and belief.

Date Signature of Agent Title

Subscribed and sworn before me at _____,

County of _____, Connecticut,

This _____ day of _____, 20__.

Notary Public

My commission expires: _____
Date

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STATEMENT OF QUALIFICATIONS (To be submitted with proposal)

Submitted by:

Name of Organization

Name of Individual _____

Title _____

Address _____

Telephone _____

Submitted to:

Name _____

Address _____

Telephone _____

Project Name and Description (if applicable)

Contractor's General Business Information

Check If:

Corporation Partnership Joint Venture Sole Proprietorship

If Corporation:

a. Date and State of Incorporation

b. List of Executive Officers

Name Title

If Partnership:

a. Date and State of Organization

b. Names of Current General Partners

c. Type of Partnership

General Publicly Traded

Limited Other (describe): _____

If Joint Venture:

a. Date and State of Organization

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk*)

If Sole Proprietorship:

a. Date and State of Organization

b. Name and Address of Owner or Owners

1. On Schedule A, attached, list major engineered construction projects completed by this organization in the past five (5) years. (If a joint venture list each participant's projects separately).

2. On Schedule B, attached, list current projects under construction by this organization. (If joint venture, list each participant's projects separately).

3. Name of Surety Company and name, address, and phone number of agent.

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes ___ No ___

If yes, show names and addresses of affiliated companies.

5. Furnish on Schedule C, attached, details of the construction experience of the principal individuals of your organization directly involved in construction operations.

6. Has your organization ever failed to complete any construction contract awarded to it?

Yes____ No ____

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes____ No ____

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes____ No ____

If yes, describe circumstances on attachment.

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

Name of Organization: _____

By: _____

Title: _____

Dated: _____

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PROPOSED SUBCONTRACTORS

If none, write "None" _____.

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above-mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Proposer warrants that none of the proposed subcontractors have any conflict of interest as respects this contract.

Proposer _____
(Fill in Name)

By _____
(Signature and Title)

END OF RFQ

