

**Rocky Hill Public Schools Request for Qualifications/ Proposals for  
Architectural/Engineering Services**

The Rocky Hill Public Schools is seeking architectural and engineering teams with experience in renovation and construction related to public schools in Connecticut to provide design and engineering services for the preparation of design and construction documents for three (3) building extensions to house six (6) new science labs and renovation of six (6) existing science labs into general classrooms at Griswold Middle School.

**I. Project Requirements:**

- Finalize programming requirements
- Provide cost estimates throughout design – (SD:DD:CD)
- Provide renderings
- Participation in presentations to the School Board and pertinent town departments / committees
- Design Development Drawings and Construction Documents
- Provide construction estimates
- Public: Bidding/Alternative Project Delivery
- Construction Administration

**II. Submittal Requirements**

1. Cover letter / Statement of interest
2. Written Description of firm's relevant experience with projects of similar size and scope
3. List a minimum of five completed projects that are similar in size and scope to this project with at least two of the five being a School or Educational Facility. 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.
  - Contract base bid award amount with accepted alternates (if applicable)
  - Final construction amount
  - Original design fee including, services during construction
5. Profile of the 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.

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6. Current workload (projects in design and or construction with anticipated completion dates)
7. 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
  - Estimator
  - List of projects completed with the proposed design team.

### III. Designer Selection Process

#### A. Review Process

The Owner is utilizing a combination written qualifications, proposal evaluation, and fee to select a design firm for this project. Proposals are being requested and anticipated to be received from multiple firms. The Town will review these written proposals (inclusive of fee proposals) and will shortlist up to three firms for possible interviews.

#### B. Evaluation Criteria

The following criteria, listed in random order, are likely to be considered in evaluating and selecting firms to be interviewed based upon written proposal submissions:

1. Quality of proposal
2. Experience of firm.
3. Success of completed projects, including adherence to schedule and budget
4. Creativity, efficiency and cost of designs of past projects
5. Experience of proposed consultants
6. Comprehensiveness of services
7. Project approach and organization
8. Fee for services

### C. Presentation and Interview

The Rocky Hill Public Schools Facilities Committee will interview shortlisted firms, if deemed necessary. Key members of the proposed design teams are expected to participate in the interview/presentation including the Principal-in-Charge, Project Architect, Mechanical Engineer and/or other individuals proposed to play key roles in the planning and design of the project and that will likely be interfacing with school representatives during the duration of the Project Interviews/Presentation Evaluation Considerations

The following criteria, not listed in priority order, are likely to be considered in evaluating and selecting the design team after review of submissions and/or presentation interviews:

- Personal chemistry of design team members
- Project specific ideas and thoughts
- Clarity and method of presentation
- Comments on budget, cost control, and construction to execute the project
- Site knowledge and creativity

Although the Owner plans to select the design firm through a “Quality Based Selection Process” not solely based on proposed fee, the selected firm’s proposed fee will be examined to ensure its consistency with that of competing firms. If agreement upon a fee for services from the firm of first choice cannot be reached, the Owner may choose to engage an alternate firm.

### D. Selection Timeline

The designer selection schedule is as follows:

- |   |                  |
|---|------------------|
| 1. RFQ / RFP Published:                 | January 12, 2018 |
| 2. Pre-Proposal Briefing and Issue RFP: | January 19, 2018 |
| 3. Qualifications/Fee Proposals Due:    | February 2, 2018 |
| 4. Short-list Designers:                | TBD              |
| 5. Designer Selection:                  | TBD              |

#### IV. Instructions for Submission of Design Service Proposal

##### A. Submission Logistics

A total of **4 hard copies** of each firm's proposal must be received at the following location on or before **2:00 p.m. on February 2, 2018**

Rocky Hill Town Hall

Rocky Hill Public Schools, Suite 231

761 Old Main Street

Rocky Hill, CT 06067

Questions regarding this request for proposals should be directed to Ron Lamontagne, Director of School Facilities. Email: LamontagneR@RockyHillPS.com

Questions to be submitted by **January 22, 2018 by 4:00 pm.**

Answers/addenda to be distributed to all proposers by **January 26, 2018.**

Please clearly mark all proposals with:

**"Griswold Middle School Science Classroom Renovations Proposal"**

***Late Submittals will not be accepted.***

##### B. Contents of Written Proposals

Care should be taken by the proposing firms to present a succinct but informative proposal. The following is a list of minimum information to be included in the written proposals to be submitted:

1. **Description of Firm:** History and description of the firm, including number of personnel in each discipline and a complete description of in-house services.
2. **Organization:** Proposed project organization, including resumes of key personnel proposed for this project, and an organization chart delineating internal relationships and external consultant responsibilities.
3. **Consultants:** List any and all consultants, including their disciplines, which the firm will utilize on this project. A description of each consultant's firm must be supplied. The Owner reserves the right to approve or refuse all consultants. Note that the modified AIA contract calls for consultants to be included as part of basic services.
4. **Project Approach:** A management plan and detailed task schedule outlining the firm's intended approach to the Project and plan for working with the Owner and Owner's consultants to ensure a successful project in conformance with the project schedule should be presented.

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5. **Similar Project Experience:** Description of similar project experience including at a minimum:

- Name of Project
- Owner's Representative and telephone number
- Dollar value of the project
- Design schedule
- Completion date
- Principal-in-Charge and Project Manager/Engineer

6. **Current Workload:**

- Name of project
- Owner's Representative and telephone number
- Dollar value of the project
- Design schedule
- Completion date
- Principal and Project manager/engineer

7. **Insurance:** List all insurance coverage currently carried by the firm including professional liability and general liability as a minimum.

### C. Fee Proposals

Proposing firms are requested to submit fee proposals in a separately sealed envelope and should not be included with the remainder of the written proposal. Please provide two copies of the fee proposal in a separate envelope marked with the following:

**“Griswold Middle School Science Classroom Renovations A/E Fee Proposal.”**

Proposed fees for design services shall be in the form of a fixed lump sum for the project as outlined in this RFQ/RFP. The lump sum fee must be provided as follows:

Lump Sum Fee – Design Development Drawings, Construction Documents and Contract Administration

1. Design Development Phase
2. Construction Documents Phase

3. Contract Administration
4. Total fee for all above services

Also include hourly billing rates to be used when invoicing optional additional services. Rates for each of the applicable job classification listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.

Principal

Project Architect

Job Captain

Draftsman

Billing rates for consultants shall be comparable to those listed above