

**Draft 12/20/11**

**REQUEST FOR QUALIFICATIONS/PROPOSAL  
CONSTRUCTION MANAGEMENT SERVICES  
ADDITION AND RENOVATE-AS-NEW  
NAUGATUCK HIGH SCHOOL**

DECEMBER 29, 2011

Mr. Robert Neth, Chairman  
Naugatuck High School Building Committee  
c/o Purchasing Office, Wendy Hozer, Purchasing Agent  
Borough of Naugatuck  
229 Church Street  
Naugatuck, CT 06770

## **SECTION I: INSTRUCTIONS TO FIRMS/GENERAL INFORMATION**

- A. PURPOSE.** The Naugatuck High School Building Committee (SBC) is charged with the responsibility of administering the Naugatuck High School Renovation Project (Project). SBC must comply with procuring professional services in conformance with related State of CT and Borough of Naugatuck laws and regulations.

Newspaper Advertisement and Electronic Posting of Invitation to Bid, Names of Responding Firms,. The invitation to submit qualifications will be advertised in the Republican American newspaper and will be posted on Friday, December 29, 2011. The names of firms submitting qualifications will also be posted on Borough of Naugatuck's website ([www.naugatuck-ct.gov](http://www.naugatuck-ct.gov)) after they are opened.

### **I. PROJECT INFORMATION**

- A. Project Location:** The project is located on 543 Rubber Avenue, Naugatuck, CT

**A. Site Size:** The site is approximately 49.8 acres.

**B. Building Size and Capacity:** The existing high school building is approximately 310,000 square feet with a projected student population of approximately 1347 students.

- C. Construction Budget:** The Construction Budget is approx. \$71,683,000, including construction contingency, but not including soft costs.

**D. Design and Construction Schedule:** Design approximately 8-9 months. Duration for construction approximately 36 months of phased construction.

### **II. SCOPE OF WORK**

The Construction Manager shall provide services in accordance with the Borough's Professional Services Agreement Form. The form of Professional Services Agreement that the Borough expects to enter into with the selected firm will be provided to selected firms.

**B. SUBMISSION OF PROPOSALS. Ten (10) copies of the requirements for submittal must be provided as follows:**

Separate, sealed Statements of Qualification for the services to be provided must be submitted to the:

**Purchasing Office, Wendy Hozer,  
Purchasing Agent Borough of Naugatuck  
229 Church Street  
Naugatuck, CT 06770**

PLEASE MARK YOUR ENVELOPE:

**NAUGATUCK HIGH SCHOOL RENOVATION PROJECT.**

**C. MANDATORY SUBMISSION REQUIREMENTS:** Each firm must include with its submission:

- (a) **A cover letter** identifying the firm, the name of the firm's representative, and his/her contact information (including phone, fax and email);
- (b) **A Statement of Qualifications** containing a statement of interest explaining why your firm is the best selection for this RFQ, **including information to meet the Minimum Qualifications/Experience as noted below:**
  - a. Respondent must have successfully completed, in the preceding ten years, as the Construction Manager, construction projects involving all of the following:
    - i. Two "renovated as new" while fully occupied High Schools funded by the State of Connecticut Department of Education, with multiple phases, of similar nature to the proposed Naugatuck High School project with a construction budget of at least \$50 million (present value). Note that vocational technical high schools managed by the State of CT Department of Construction Services, formerly Department of Public Works (DCS/DPW) are not schools that meet with this requirement.
    - ii. One Connecticut public school facility with at least 200,000 sq. ft. of useable area.
    - iii. Recent experience and knowledge of working with the Department of Education, Bureau of School Facilities in assisting the Owner in obtaining maximum reimbursement for their school project. This will include experience of the work normally expected of a Construction Manager in submission requirements for Plan

Completion Test, Change Orders and closeout and audit of a Connecticut school building project.

- (c) An updated copy of **Federal GSA Form 330**. These forms are available from the U.S. Government Printing Office Bookstore at (617) 720-4180 (MasterCard or Visa credit cards accepted) Room 169, 10 Causeway Street, Boston, MA 02222; <http://fillform.gsa.gov/>. Utilizing the Federal GSA form 330 provide a representative list of recently constructed school projects which your firm has performed, and includes the following information:
1. Name of client;
  2. Type of school;
  3. Dates of services; and
  4. Your firm's engagement team.
- (d) A copy of the firm's license to practice in the State of Connecticut

**GRACE PERIOD FOR MISSING OR INCORRECT FILING OF ITEMS (a) THROUGH (d) ONLY:** In the event that a firm fails to submit all or any part of items (a) through (d) above with its submission, for if any submitted item is incomplete or incorrect, the Purchasing Department will notify the firm and the firm shall have an additional three (3) business days to submit the missing item to the Purchasing Department. Failure to submit the missing item will result in the disqualification of the Firm if the mandatory item is missing entirely. Failure to complete or correct a mandatory item will result in the firm's proposal being considered in the form in which it was originally submitted.

- D. **PROPERTY OF BOROUGH OF NAUGATUCK.** Any information or materials submitted as a response to this RFQ shall become the property of the Borough and will not be returned. All submitted materials will be available for public review.
- E. **FORM OF AGREEMENT.** Form of Professional Services Agreement that the Borough expects to enter into with the selected firm will be provided to selected firms.
- F. **RESPONSE TO REQUEST FOR QUALIFICATIONS.** Firms wishing to respond to this RFQ may contact only the person identified herein: Wayne McAllister 203-720-7021 or e mail [wmcallister@naugatuck-ct.gov](mailto:wmcallister@naugatuck-ct.gov). NO

DIRECT OR INDIRECT CONTACT WITH SELECTION PANEL MEMBERS IS ALLOWED AND ANY SUCH CONTACT WILL BE GROUNDS FOR IMMEDIATE REJECTION OF A FIRM'S QUALIFICATIONS AND OTHER REMEDIES.

## SECTION II: SELECTION PROCESS

- A. **SELECTION PROCESS.** The SBC will review the responses for compliance with the required documentation to determine responsiveness and to grant additional time to firms for missing or incomplete items as explained above.

The responsive submittals will then be evaluated by the SBC based on the responses to specifics outlined in this RFQ, including but not limited to the following criteria set forth in Public Law 08-169:

- Experience with work of similar size and scope as required for the order or contract
- Organizational and team structure for the order or contract
- Past performance data, including but not limited to:
  - Adherence to project schedules
  - Adherence to project budgets
  - Number of change orders for projects
- Approach to the work required for the contract
- Documented contract oversight capabilities
- Other criteria specific to the project

**Upon initial rating and ranking, the SBC will choose up to four firms to interview. Following interviews, the SBC request no more than two of the firms interviewed to submit Price Proposals.** The SBC will use the initial rating and ranking of qualifications, the interview results, and the price proposals to arrive at a final selection. Public Law 08-169 requires the Selection Committee to make an award “. . . from a pool of not more than the four most responsible qualified proposers. . . .” The “most responsible qualified proposer” is the proposer “. . . who is qualified by the awarding authority when considering price and the factors necessary for faithful performance of the work based on the criteria and scope of work included in the request for proposals.”

- B. **RIGHT TO REJECT SUBMISSIONS.** The Borough may at any time prior to the selection of a firm reject any and all proposals and cancel this RFQ, without liability therefore, when doing so is deemed to be in the Borough's best interests. Further, regardless of the number and quality of proposals

submitted, the Borough shall under no circumstances be responsible for any firm’s cost, risk and expenses. The Borough accepts no responsibility for the return of successful or unsuccessful proposals. This RFQ in no way obligates the SBC to select a firm.

**C. EVALUATION CRITERIA: A 100-POINT SYSTEM**

1. **Specialized Experience and Technical Competence (45 points):** The respondent must demonstrate experience by showing representative projects they have completed. Your proposal will be reviewed using the following criteria’s: (a) A brief overview of the firm’s construction management history to date. (b) A brief narrative of the firm’s approach to the management process, including preconstruction services, construction services, project controls and post construction processes. (c) Information regarding construction management experience with additions to and renovations to occupied school projects, providing name and location of the project, number of students, construction budget, name of architect, name of program manager or owner’s representative, the type of contract that was used with the owner.(i.e.... PM, CMA, CMR, GC). Include copies of submittal logs, change order logs for the representative projects. (consideration will be give to the management approach, scheduling and coordination of disciplines and subcontractors, cost and quality control procedures, and prior experience on similar projects); (f) Adhering to project budgets and schedules. **Provide the following information on the most pertinent projects to aid the committee in determine past performance.**

Project Name	Construction costs	Change order % in relation to construction costs	Number of Change Orders issued for this project	Number of RFI for this project
Example	\$40,000,000	6%	75	600

- (d) Information regarding experience with managing completed projects under Connecticut Standards for Sustainability & Compliance for High Performance. Provide the firms rating sheet for the representative projects. (e) A description of firm’s cost control methods showing examples of conceptual estimates compared to the actual bid results and final costs of the representative projects. (f) A list of the software they have utilized for estimating, project management and cost control (Primavera Expedition is preferred). (g) References relating to the firm’s

completion of school projects. (h) A description of the firm's experience with implementing programs to meet MWBE project goals and a copy of its "Affirmative Action Plan". Include actual reports of actual results for representative projects. (i) Show evidence of the firm's safety record.

2. **Qualifications of Staff and Consultants (35 points):** The respondent should demonstrate that it has professional personnel, by providing resumes or form 330's for key disciplines including but not limited to, Project Executive, Pre-Construction Manager, Project Manager, Cost Estimator, Project Engineer and Project Superintendent. Provide the complete GSA Form 330 with your submittal. This evaluation will consider education, training, LEED accreditation, registration, overall and relevant construction management experience, and longevity with the firm. The evaluator will consider the type and number of schools the individuals have participated in. There is a requirement for LEED accredited individual on the construction manager's staff to perform documentation for Connecticut Standards for Sustainability & Compliance for High Performance.
3. **Safety Record of the Firm (3 points):** Present safety rating and other information concerning the firms safety record
4. **Financial / Professional Capacity of the Firm (5 Points):** The city would like the firm or team should display at least a DAS Contractor Prequalification Program (C.G.S §4a-100) as a Construction Manager at Risk (Group C) or General Building Construction (Group C). or Show the firms Bonding Capacity, Other forms of certification will be considered.
5. **Capacity of the Firm (5 Points):** The evaluation will consider the Consultant's experience with similar size projects and available capacity of key disciplines required to perform the work within the required time frames established.
6. **Knowledge of the Locality (7 points):** The firm should have considerable and demonstrable experience with all State and Borough regulatory agencies of the type having jurisdiction over this project including the Connecticut State Department of Education, Bureau of School Facilities.

#### **D. PRICE PROPOSAL**

Upon request of the SBC, the respondent shall submit a FEE PROPOSAL in the format requested by SBC.