

**City of New Britain
Invitation to Submit
Request for Qualification Statement**

***Consulting Services to Provide Architectural Services
For Proposed Renovation-As-New,
Additions and Site Improvements to***

Holmes Elementary School

***REQUESTS FOR QUALIFICATIONS DUE:
FRIDAY, JUNE 30 AT 10:00 AM***

(Submissions will be received at 272 Main Street, NB, CT 06051)



Questions: Contact Facilities Management at (860) 827-2287

HOLMES ELEMENTARY SCHOOL

School Building Committee
Timothy Stewart, Chairperson

CSDNB Chief Operations Officer
Rebecca Gonzalez

**City of New Britain and the Consolidated School District of New Britain
272 Main Street, New Britain, CT 06050-1960
(860) 827-2287**

Request for Qualifications
Consulting Services to Provide Architectural Services
For Proposed Renovation-As-New,
Additions and Site Improvements to

Holmes Elementary School
2150 Stanley Street
New Britain, CT 06053

PROJECT DESCRIPTION

The City of New Britain, on behalf of the School Building Committee, is seeking to contract with a qualified architectural firm to prepare plans, specifications, and cost estimates to renovate Holmes Elementary School as new construction with additions and site improvements.

Holmes Elementary School – 2150 Stanley Street, New Britain, CT 06053. The original school was constructed in 1955. Additions and renovations were completed in 1997.

The architectural firm shall provide all required engineering services either in-house or through subcontract.

In May 2023, the City’s Common Council approved funding 70 Million Dollars for this project. An ED049 (Grant Application) was required to be filed prior to June 30, 2023.

Architectural services will be required to design renovations and additions of a 84,230sf building. The newly renovated building shall include a new addition of approximately 36,870 square feet.

Holmes Elementary School shall include;

- 24 General Classrooms
- Expand Administration Suite with additional office spaces
- Building Services Spaces – New Mechanical Room, Janitor’s Closet, Boys and Girls Restrooms
- Lavatories, Storage
- Media Center
- Cafeteria
- STEAM Classrooms, Special Education Spaces and Art/Music Rooms
- Renovation of Auditorium
- School Based Health Clinic

Site improvements will include:

- Improvements to bus drop-off/pick-up areas around the school to accommodate buses which will eliminate traffic jams around the school and improve student safety.
- Construction of new parking spaces including handicapped accessible spaces
- Site Work – staff parking, bus pattern improvements
- Construction of new parent drop off areas

The firm selected will work with the School Building Committee, the New Britain Board of Education administration, school staff and the City of New Britain in the development of the project. The firm will also be responsible for the timely completion of, and all submissions to, the Department of Education Office of School Construction Grants (not Bureau of School Facilities) to meet their plan review and project cost documentation and change order requirements.

1. EVALUATION AND SELECTION OF SHORT-LISTED FIRMS

The School Building Committee shall review all Requests for Qualifications received and short list the most qualified firms to interview for the project. Selected firms shall then be notified in writing. Presentations by the short-listed firms shall be on July 19, 2023.

Firms selected to interview shall prepare an oral presentation not to exceed twenty (20) minutes. The July 19, 2023 presentation shall address the following:

- A. Discuss the firm's technical approach to provide the services.
- B. Discuss the firm's qualifications and experience to provide the services as specified.

Respondents who are not invited to participate in this interview process shall be notified in writing.

All finalists will be notified in writing of the selection of the architect following School Building Committee approval. Selection will be based on most qualified firm in the best interest of the district, not necessarily on low fee.

2. RECEIPT OF REQUESTS FOR QUALIFICATIONS

Pursuant to the "Invitation to Submit a Request for Qualifications", Requests for Qualifications documents for providing architectural services will be received by Facilities Management as set forth therein. Qualification Statements received prior to the date set for receipt will be securely kept. Qualification Statements received by the time set for receipt will be opened and recorded. Respondents and/or their representative and any interested public may be present.

3. QUALIFICATIONS REQUIRED

The project architect assigned the responsibility of this project shall be a licensed Architect registered in the State of Connecticut.

To be considered, an Architectural Firm must have completed a minimum of three (3) Connecticut public school projects of over \$30 million which were approved by the Connecticut State Department of Education Office of School Construction Grants (not Bureau of School Facilities) within the last five years. The Architectural Firm shall have completed a minimum five (5) Renovate-as-New projects within the past eight (8) years. The projects must have been completed by the Architectural firm – not the principal of the firm.

The Architectural Firm must be a registered architectural firm in the State of Connecticut. A minimum of \$5,000,000 professional liability must be carried. The Architectural firm shall have at least two (2) LEED accredited professional on the design team which may also include consultants. Lastly, the Architectural Firm shall have experience with the Connecticut Department of Education Office of School Construction Grants (not Bureau of School Facilities) within the past two (2) years. In either case, the principals of the firm assigned to this project must be able to demonstrate a proven track record in successfully working with the State of Connecticut Department of Education Office of School Construction Grants (not Bureau of School Facilities).

4. PRE-PROPOSAL MEETING

Following submissions of the RFQs, the School Building Committee shall short list three (3) architectural firms for final interviews. Upon selection of the finalists, a **mandatory** pre-proposal meeting and site inspections will be scheduled. The purpose of the meeting shall be to review the Scope of Services, proposal requirements and clarify the proposal content. All interested respondents **must** attend in person or by representative.

The pre-proposal conference shall provide a means for the respondent to identify inconsistencies in the proposal documents and to clarify the School Building Committee's requirements for this project. Should the respondent fail to identify inconsistencies at this time, and a question arises after the proposal period, it shall be assumed that the respondent had a clear understanding of the requirements of the contract and submitted their proposal accordingly. **Attendance at this meeting shall be mandatory.**

SUBMISSION OF REQUESTS FOR QUALIFICATIONS

1. COPIES REQUIRED

The Architectural Firm shall be required to submit four (4) original copy of their qualifications for these services to the Office of the Chief Operations Officer by the time and date specified.

Architectural fees are not requested at this time.

For the attention of the short-listed firms: Final fees shall be negotiated on a lump sum basis following consultant qualification and selection.

2. REQUESTS FOR QUALIFICATIONS DOCUMENT

All interested architectural firms are to submit a Statement of Bidders Qualifications to include the information listed below in the order presented with a Table of Contents to facilitate the proposal review:

- A. Letter of Transmittal from each firm. The Letter of Transmittal shall indicate the firm's interest in the project, brief summary of their related experience, and any

other information/experience that will assist the School Building Committee in making its selection. Submit a firm brochure, if available.

- B. Names and brief resumes of principals of the firm.
- C. Names of key personnel to be assigned to the project with brief resumes of each describing background, experience and length of time with the organization.
- D. Number of years the firm has been in business under present name.
- E. Number of staff members in present firm.
- F. Listing of names and address of all sub-consultants, sub-contractors and associates expected to be retained for this project.
- G. Listing of similar projects completed by the present firm in the last five years. Provide year of completion, description of project, owner's name, address and contact person.
- H. Listing of current projects in process including a brief description – size, stage of completion and estimated cost.
- I. Proposal Content Consultants are requested to limit the information contained in their proposal to only that information **as above requested and with a Table of Contents to facilitate review of proposals**. Proposals containing superfluous information will not be considered.

METHOD OF SELECTION FOR CRITERIA FOR SHORT LIST FINALISTS

The following factors will be considered by the School Building Committee in evaluating the Qualification Statements submitted for the award. The factors to be evaluated will not necessarily be evaluated in the order in which they are presented but will be appropriately weighted in descending order of importance:

- The technical competence of the firm;
- The firm's experience on similar renovate like new addition/site improvement projects;
- The firm's qualifications and experience of key personnel;
- Reputation of the firm based on references;
- An evaluation of the Fee Structure: proposed fees for services to include estimated cost as compared to other proposals submitted.
- As required by the State Department of Education Office of School Construction Grants (not Bureau of School Facilities), the fee may be one of the factors in determining the selection of the architect.

- Successful track record working on School Building projects in the City of New Britain

All finalists will be notified in writing of the final architectural selection following School Building Committee approval of the negotiated fee.

***REQUESTS FOR QUALIFICATIONS DEADLINE:
FRIDAY JUNE 30, 2023 AT 10AM***

TENTATIVE TIME SCHEDULE – SUBJECT TO CHANGE

- Selection of Architect: No later than, July 21, 2023
- Plan completion by April 29, 2024
- Office of School Construction Plan Review: If required, May 10, 2023
- Bid project: May/ June 2023
- Begin construction: September 2024
- Complete construction: May 2026
- Furniture/ Technology Completion: by July 3, 2026
- Construction Schedule: 24 Months