



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Planning for Our Region's Future

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

REGIONAL PURCHASING CONSORTIUM

REQUEST FOR QUALIFICATIONS

FOR

ON-CALL ARCHITECTURAL SERVICES

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November 2, 2021

1.0 LEGAL NOTICE

SCRCOG's Regional Purchasing Consortium is accepting sealed Request for Qualifications for:

RFQ #022-01: ON-CALL ARCHITECTURAL SERVICES

The South Central Regional Council of Governments ("SCRCOG") will be accepting sealed Qualifications for On-Call Architectural Services. SCRCOG is seeking architectural firms to provide "On-Call" services to all fifteen municipalities in the region. Specializations include, but are not limited to, preliminary studies, public outreach, renderings, drawings, specifications, estimates, scopes of work and other professional services. Firms are invited to submit only on those types of projects they specialize in. Disadvantaged, minority, small, and women-owned business enterprises are encouraged to respond.

The complete request for qualification ("RFQ") document can be obtained on the SCRCOG website, www.scrkog.org/purchasing/.

RFQs shall be submitted in the manner specified to the SCRCOG Regional Purchasing Consortium, 127 Washington Avenue, 4th Floor West, North Haven, CT 06473 until **12:00 P.M. local, eastern standard time on Tuesday, November 23, 2021.**

For questions concerning this RFQ, contact Andy Cirioli, Municipal Services Manager at purchasing@scrcog.org. SCRCOG is an Affirmative Action/Equal Opportunity Employer.

2.0 GENERAL INFORMATION

2.1 INTRODUCTION

The South Central Regional Council of Governments (“SCRCOG”) solicits qualifications from consulting architectural firms to provide “On-Call” professional engineering services on an as needed basis for its region’s fifteen member municipalities. All work performed under this contract shall be under the direction of professional architects licensed by the State of Connecticut. Any architectural services provided, either separately or as a team, must be by a State of CT licensed Architect.

Certain projects will require specific expertise. Consultants who apply for work covered under this Request for Qualifications (“RFQ”) should be familiar with any local, state, or federal regulations that may apply to their specialties, including but not limited to, CHRO, OSHA, Building Codes, and the Office of School Construction Grants & Review (OSCG&R).

The On-Call list will be selected by a panel comprised of representatives of SCRCOG member municipalities. Selection letters informing a Respondent if they have made the list, or not, will be sent from SCRCOG.

Each municipality will make their own awards and will have sole discretion as to which project might be assigned to a selected On-Call architectural firm or whether they will prepare a project specific request for proposal.

2.2 ISSUING ORGANIZATION

SCRCOG is a regional planning organization established under the provisions of the General Statutes of the State of Connecticut Sections 4-124i through 4-124p. SCRCOG represents fifteen (15) municipalities in South Central Connecticut: Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. The primary focus of SCRCOG is to coordinate planning on a regional basis while fostering communication and collaboration among its member municipalities in identifying and addressing regional issues.

2.3 INFORMATION AND INQUIRIES

Updates and addenda to this RFQ will be posted at <https://scrcog.org/purchasing/>.

Inquiries regarding this RFQ must be submitted in writing and delivered by Monday, November 15, 2021 via mail or e-mail to:

Andy Cirioli, Municipal Services Manager
South Central Regional Council of Governments
127 Washington Avenue, 4th Floor West, North Haven, CT 06473
purchasing@scrcog.org

SCRCOG will post written responses and/or any supplementary instructions in the form of written addenda at <https://scrcog.org/purchasing/> no later than 4:00 PM on Thursday, November 18, 2021. It is the responsibility of the Respondent to determine whether any addenda have been issued and to ensure that all requirements of the RFQ are met prior to submittal of the qualifications. Questions will not be answered orally, and questions should not be directed to municipalities.

2.4 RESPONSE DEADLINE

Responses to this RFQ must be received by 12:00 PM on Tuesday, November 23, 2021 and be addressed to:

Andy Cirioli, Municipal Services Manager
South Central Regional Council of Governments
ATTN: Regional Purchasing Consortium
127 Washington Avenue, 4th Floor West, North Haven, CT 06473

2.5 SUBMISSION OF RESPONSES

Three (3) hardcopies and one (1) digital copy (via a thumb drive) of the response to this RFQ must be received at the SCRCOG Office, 127 Washington Avenue, 4th Floor West, North Haven, CT 06473. The sealed envelope must have the Respondent's name and address and a reference to "RFQ #022-01 On-Call Architectural Services."

SCRCOG reserves the right to reject or accept, in whole or in part, any response and may waive any informality.

2.6 COST OF RESPONSE PREPARATION

No reimbursement will be made by SCRCOG for any costs incurred in the preparation of a response or during the selection process.

2.7 OWNERSHIP INFORMATION

All responses submitted will be considered to be the property of SCRCOG and its municipalities. All business confidential information protected from disclosure under the State of Connecticut Freedom of Information Act must be clearly identified as such.

2.8 EQUAL OPPORTUNITY REQUIREMENTS

Respondents must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This includes compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

3.0 SCOPE OF SERVICES

3.1 PROGRAM DESCRIPTION

Currently, there are no specific projects. You are applying to be put on a master “On-Call” list. We encourage full service and smaller firms to apply. Respondents should indicate their fields of specialization on the attached “Check List.”

The selected consultants will provide comprehensive architectural services as required for the preparation and support of complete drawings, specifications, estimates, contract administration, project inspection, construction management, as well as planning services or studies.

The selected consultants must have adequate staffing to assure task continuity, prompt delivery of services, and completion of assigned tasks.

The selected consultants must be able to begin work on assigned projects within fourteen (14) days of notification.

The selected consultants must assign, for each project, a Professional Architect licensed by the State of Connecticut to act as Project Manager.

The selected consultants and the authorized municipal representative will negotiate the compensation for each project submitted by the consultant. Each individual member municipality will award contracts for work done in their community.

The selected consultants must have the capability to provide the member municipalities with expertise in performing other functions, such as, but not limited to, preparation of permit applications, liaison functions and clerical assistance. The following is a summary of potential services which the selected Consultant may be required to provide. It is also understood that the selected consultant will be required to complete all direct or indirect responsibilities associated with the assigned task so that the intent and desired goal of the owner can be achieved.

3.2 SUMMARY OF POTENTIAL SERVICES

Direct Professional Service

These services may include, without limitation, reviewing drawings and specifications, providing individuals or sub-consultants with specialized knowledge, assisting in the preparation of legal proceedings, appearance before Courts, Boards, or Commissions, providing expert opinions, or conclusions as well as performing investigations of technical matters.

Reports/Studies

Specific reports, analysis, investigations, and/or studies may be required prior to the undertaking of a project. These reports may include, without limitation, feasibility investigations, cost studies, economic comparisons, air quality studies, life-cycle analysis. Such studies or reports are

to be comprehensive with objective statements, and all significant historical and background information. They shall contain problem statement(s) and detailed analysis. They must also contain conclusions and/or recommendations along with all supporting information, test reports, graphs, charts, figures, computations, and observations. They are to be neatly bound and stamped by a professional architect licensed in the State of Connecticut.

School Work

School services may be required by the municipality or its Board of Education. These projects may or may not fall under the purview of the OSCG&R.

Planning Studies

These services include, without limitation, developing master plans for long-range capital improvement programs, investigation of existing conditions, and the coordination of other work.

Design

These services shall include, without limitation, meetings and conferences to discuss goals and requirements with City and other regulating agencies or utilities, procuring necessary field data, surveys or recorded data, preparation of preliminary studies, designs, computations, preparing preliminary layouts, sketches, drawings, specifications, outlines, reports and estimates.

All plans and contract documents will be submitted to the member municipality for review and comment.

Other Design services provided shall include, without limitation, detailed conferences with City or other regulating agencies or utilities to discuss specific matters, procuring comprehensive field information, preparing final estimates, schedules, and specified number of contract documents for review and bidding.

Resident Inspection

These services shall include, without limitation, providing qualified, competent construction inspectors to monitor and inspect the work of others ensuring compliance with drawings and specifications. The inspector shall have proper experience and understanding of practices and principles required for this project. A thorough understanding of the practices and principles required for this project. A thorough understanding and comprehension of specifications will be mandatory.

Daily logs will be kept by the inspector which will briefly summarize the day's activities. The Inspector will be responsible for maintaining a safe working environment in accordance with OSHA requirements. They will also be responsible for reviewing Certified Payrolls for reasonableness, if applicable. The Inspector will hold a semi—final inspection. A review of that project will be performed by the member municipality and a punch list of items to be corrected will be developed by the Inspector. Please list any relevant certifications.

Construction Management

These services include without limitation, monitoring and tracking financial activities. The selected consultant will prepare and recommend payment for request received from the contractor to the municipality's Project Manager. Construction contractor payment disputes relating to the construction contract will be resolved by the consultant with final approval from the member municipality. The selected consultant will be the negotiating agent for the municipality in determining reasonable and mutually agreeable prices between municipality and the Construction Contractor for all additional work. The City will make the final approval for all additional work

Status Reports

These services could include a formal reporting to the member municipality monthly. A project management report will be submitted which will outline the activities completed and variance(s) from planned activities for the previous month and planned activities for the upcoming month.

Project Coordination

These services include, without limitation, coordinating the activities of the construction contractor, inspectors, utility companies and others to ensure conformance with the project schedules. Advance notification to utility companies shall be made in writing. The selected consultant will hold a pre-construction meeting two weeks prior to the start of construction. The selected consultant will be required to prepare all written communication relative to the completion of the project, which will include requests for utility relocations and replies to questions from construction contractors, municipal residents and departments within the member municipality.

Record Keeping

These services shall include, without limitation, submitting copies of all project correspondence to the Managing Authority. In addition, the selected consultant will maintain a duplicate set of files. Upon completion of the contract, the selected consultant will provide the City, will 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, or as otherwise specified by the member municipality.

4.0 REQUIRED INFORMATION

Respondents are asked to submit responses in five parts: (1) Letter of Interest, (2) Experience, (3) Staffing Plan, (4) Management Plan, and (5) Services Offered.

4.1 LETTER OF INTEREST

The Letter of Interest must specify the following:

- The firm's name and mailing address.
- Name, title, email address, and telephone number of the individuals within the firm authorized to commit the company to this contract.
- Name, title, email address, and telephone number of the individual SCRCOG should contact regarding questions and clarifications.
- The corporation name and mailing address of all proposed sub-consultants.

4.2 EXPERIENCE

Provide a written discussion of the firm's experience in sufficient detail to demonstrate an understanding of the RFQ's scope and the services required. Indicate which specializations the firm wishes to be considered for, and submit the professional resumes of the staff that oversee those specializations.

Provide a detailed written summary of the firm's history, experience, and capability in providing the services the firm has indicated they would like to offer. Indicate, if applicable, any municipalities the firm has previously provided or is currently providing On-Call services to.

4.3 STAFFING PLAN

Provide the professional resumes for other key personnel (not identified in 4.2) whom the firm has designated to work on projects under this contract, their state certifications, their background and experience and their areas and levels of responsibility.

Provide the resumes of all key personnel and architects as well as a copy of current professional architect's license issued by the State of Connecticut.

4.4 MANAGEMENT PLAN

Describe the firm's management system and how it will function to ensure timely delivery of On-Call engineering services.

4.5 SERVICES OFFERED

Please indicate which services you are offering to provide by checking the appropriate box(es) on the attached “Specializations Check List” (Appendix A). The successful firm(s) must be able to provide any one or more of the services listed on the “Specializations Check List” on an On-Call basis.

Successful firms are expected to provide the On-Call services for a period of three (3) to five (5) years.

5.0 SUBMISSION OF RESPONSES

Three (3) hardcopies and one (1) digital copy (via a thumb drive) of this RFQ must be received at:

Andy Cirioli, Municipal Services Manager
South Central Regional Council of Governments
ATTN: Regional Purchasing Consortium
127 Washington Avenue, 4th Floor West, North Haven, CT 06473

The sealed envelope must bear, on the outside, the name of the Respondent, the Respondent’s full mailing address, and a reference to “RFQ #022-01 On-Call Architectural Services”

Responses to this RFQ must be received by 12:00 PM on Tuesday, November 23, 2021. Responses received after the date and time prescribed shall not be considered.

SCRCOG reserves the right to reject or accept, in whole or in part, any response and may waive any informality.

6.0 EVALUATION AND SELECTION

6.1 EVALUATION CRITERIA

The criteria to be used as a guideline in the selection process includes the following:

- Background, prior experience, and capacity of the firm in their specializations.
- Understanding of the Scope of Services and work to be performed.
- 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 the project, especially those of the day-to-day project manager and Connecticut licensed professionals.
- Appropriately licensed as a Professional Architect by the State of Connecticut.
- Firm’s demonstrated knowledge and familiarity with each municipality and what previous work was done in a municipality, if any.
- Clarity and conciseness of presentation.

6.2 SELECTION PROCESS

A selection panel shall assist SCRCOG in choosing the successful firms(s) to be placed on the On-Call list. SCRCOG will select one or more firms to be placed on the On-Call list.

Respondents submitting the most appropriate and competitive qualifications shall be invited to an interview with a selection committee.

Responses to this RFQ will be reviewed against the criteria listed above in Section 6.1.

SCRCOG reserves the right to: (1) reject any or all responses, or parts thereof, for any reason, (2) negotiate changes to proposal terms, and (3) waive minor inconsistencies within the RFQ.

SCRCOG reserves the right to make selection(s) on the basis of qualifications, experience in providing similar services, and the Respondent's responsiveness to the RFQ requirements.

7.0 GENERAL PROVISIONS

- a) All work shall be performed in accordance with all Federal, State, and Municipal laws and regulations.
- b) The selected Respondent(s) shall uphold with the highest professional standards in all dealings with contractors, suppliers, vendors, architects, engineers, other contractors, entity officials, elected officials, public officials, SCRCOG employees, and all others when representing SCRCOG.
- c) The selected Respondent(s) shall be responsible for identifying, certifying and adhering to any changes in Federal, State and Municipal laws and/or provisions that occur throughout the term of the Contract issued pursuant to this RFP and the performance of the work.
- d) The selected Respondent(s) shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles and any and all other items necessary to successfully complete the work contemplated in this RFP.
- e) It is expected that all firms carry full insurance. Actual insurance requirements will be specified by the individual municipalities making the award.

7.1 CONDITIONS

Respondents to this RFQ will be expected to adhere to the following conditions and must make a positive statement to that effect in their proposals submitted:

- Have personnel/resources sufficient to assure task continuity and completion.
- Agree to accept and follow management direction from the municipality and, specifically, from the municipality's designated personnel.
- Agree that if the municipalities cannot in good faith negotiate a written contract within a reasonable time with the awarded respondent(s), the municipality may unilaterally cancel its award for that particular project.
- Agree that any contract between a member municipality and the respondent shall be governed by and construed in accordance with the laws of the State of Connecticut and the charter and ordinances of awarding member municipalities.

7.2 DISCLAIMER

SCRCOG makes no representation or warranty and assumes no responsibility for the accuracy of the information set forth in this RFQ. Further, SCRCOG does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFQ once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the website on which this RFQ is posted, or in connection with any other electronic medium utilized by Respondents or potential Respondents in connection with or otherwise related to the RFQ.

8.0 APPENDIX A: SPECIALIZATIONS CHECK LIST

Complete Name of Firm: _____

Please indicate your firm's specialization(s) by checking the appropriate boxes below.

Categories of Architecture:

- | | |
|--|---|
| <input type="checkbox"/> Athletic Facilities | <input type="checkbox"/> Health Care/Labs/Research |
| <input type="checkbox"/> Construction/Project Management | <input type="checkbox"/> Historic Preservation/Renovation |
| <input type="checkbox"/> Daycare | <input type="checkbox"/> Interior Architecture/Design |
| <input type="checkbox"/> Design Build | <input type="checkbox"/> Libraries |
| <input type="checkbox"/> Educational Facilities | <input type="checkbox"/> Mixed-Use Buildings |
| <input type="checkbox"/> Theaters | <input type="checkbox"/> Municipal Buildings |
| <input type="checkbox"/> Fire/Police Stations | <input type="checkbox"/> Remodel/Addition |
| <input type="checkbox"/> Fueling Stations – Biodiesel | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Fueling Stations – Diesel | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Fueling Stations – Electric | <input type="checkbox"/> Sustainable Design |
| <input type="checkbox"/> Fueling Stations – Gasoline | <input type="checkbox"/> Warehouse/Distribution Centers |
| <input type="checkbox"/> Fueling Stations – Natural Gas | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Garage | |

Architectural Services:

- | | |
|---|--|
| <input type="checkbox"/> Adaptive Reuse | <input type="checkbox"/> Landscape/Site Design |
| <input type="checkbox"/> Consulting – Arbitration/Mediation | <input type="checkbox"/> Master Planning |
| <input type="checkbox"/> Consulting – Codes | <input type="checkbox"/> Materials Research & Specification |
| <input type="checkbox"/> Consulting – Expert Witness | <input type="checkbox"/> Model Making & Renderings |
| <input type="checkbox"/> Environmental & Site Utilization | <input type="checkbox"/> Planning/Urban Design |
| <input type="checkbox"/> Economic Feasibility & Cost Estimating | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Energy Analysis & Design | <input type="checkbox"/> Submittal Services |
| <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Testing & Inspection Administration |
| <input type="checkbox"/> Forensics | <input type="checkbox"/> Universal Design/Accessibility |
| <input type="checkbox"/> Independent Reviews | <input type="checkbox"/> Zoning Process Assistance |
| <input type="checkbox"/> Indoor Air Quality Consultation | <input type="checkbox"/> Other: _____ |

Note: This Check List must be completed and submitted with any response to this RFQ.