

Request for Qualifications: Architectural & Related Services

The Town of Voluntown on behalf of the Voluntown Housing Authority (VHA) seeks to evaluate the qualifications of architectural firms for architectural design services, and, as applicable, landscape architectural/civil engineering, structural engineering, mechanical/electrical/plumbing engineering, and environmental studies work for its upcoming renovation project.

VHA, located at 239 Main Street, Voluntown, CT 06384, is a fully occupied senior/disabled 20 unit housing authority requiring renovation. VHA's 20 units were built circa 1970, and have not been significantly renovated since original construction. Renovations are to include bathroom and kitchen modernization and bump outs to improve square footage. The VHA is comprised of a combination of studio and one bedroom units. The community room and site also require improvements.

Responses to this RFQ are due no later than 3:00 p.m. on January 26, 2016. Please submit an email response in PDF format OR three bound copies of your response to this RFQ to the following address:

Robert Sirpenski, First Selectman
Voluntown Town Hall
115 Main Street
Voluntown, CT 06843
860-376-4089

Responses should be clearly labeled "Response to Architectural Services RFQ: VHA." Late responses will not be considered. VHA will base its selection, if one is made, on qualifications subject to negotiation of fair and reasonable terms and compensation. For a full copy of this RFQ including Scope of Services and General Qualifications refer to the town website.

Equal Opportunity Employer/Affirmative Action. Women's, Section 3, and Minority Businesses Encouraged to Apply.

General Qualifications

Please submit brief responses to the following, with attachments, where required:

1. A biography/resume of your firm, indicating the year founded;
2. A schedule indicating the names, titles, and contact information of each principal/partner in your firm, attaching resumes for each;
3. A schedule indicating the names and titles for each project manager or similar person within your firm, aside from those listed in response to question 2, whom you expect to assign this project, along with resumes for each;
4. Please attach a copy of your firm's equal opportunity employment policy, or similar, if one has been adopted;
5. Please provide brief answers to the following:
 - a. Is your firm a small or minority-owned business or a women's business enterprise, as those are defined within Presidential Executive Orders 11625, 12138, 12432, 13 CFR Part 121, and Section 3 of the HUD Act of 1968?
6. A list of at least three representative clients, with contact information and brief descriptions of the work performed for each.

Scope of Services

Scope of services include, but are not limited to, the following:

- Schematic Design Services
- Design Development Phase Services
- Construction Documents Phase Services
- Bidding or Negotiation Phase Services
- Construction Phase Services including Contract Administration

Architect will identify and lead team of all necessary third party engineers.

Proposal Structure

Proposers are free to utilize any format and approach deemed appropriate to communicate experience and expertise in the requested areas of service. The information below can serve as a general guideline for proposal development:

1. **Letter of Interest**
2. **Qualifications & Capacity**-Provide a description of any past assignments of similar scale or complexity. In addition, describe capacity in terms of staffing to achieve the assignment as described. Please state your experience work with projects funded by Connecticut's Housing Finance Authority (CHFA) and Connecticut's Department of Housing (DOH).
3. **References**-Provide at least three references from projects completed within the last three years.
4. **Certifications**-The firm must include a non-collusion affidavit, a statement of equal opportunity, and a certification of non-debarment in all copies of the proposal.
5. **Proof of Insurance**-The firm shall submit proof of applicable insurance including but not limited to general liability and worker's compensation insurance.
6. **License**-Documentation of being an established licensed company in the State of Connecticut.