DIVERSIFIED
PROJECT MANAGEMENT

REQUEST FOR QUALIFICATIONS

FOR

ARCHITECTURAL AND ENGINEERING SERVICES

FOR

NEWTOWN COMMUNITY CENTER

Newtown, CT

August 1, 2014

I. PROJECT / TEAM OVERVIEW

A. Project Description

The Town of Newtown has received a grant from the GE Foundation to build a new Community Center for the Town of Newtown, with spaces to include a new Senior Center and an Aquatic Center. Ten million dollars of the grant has been allocated for the planning, design and construction of the Community Center; it is anticipated that approximately $8 million dollars will be available for construction and sitework.

The Senior Center portion of the building will be approximately 10,000 square feet and will include multipurpose rooms of various sizes, arts & crafts activity rooms, kitchen and dining spaces, administrative offices for senior center staff, a lounge and other gathering spaces. The Aquatic Center will be approximately 25,000 square feet and include a short-course pool with 6-8 lanes, a zero-entry therapy pool, locker and changing rooms, administrative offices and necessary support spaces. Planned outdoor areas and parking for the facility will also be included in the project scope.

It is anticipated that the Community Center will be located on the Fairfield Hills Campus as part of the Newtown Municipal Center. The project described above will be planned and developed as Phase 1 of a multi-phased Community Center facility. The project must be designed to accommodate a future addition to house Parks & Recreation Department administrative offices and program spaces.

Planning and design of the project will begin immediately upon consultant selection. Construction is projected to begin late summer of 2015 with occupancy fall of 2016.

B. Client Description

The Town of Newtown was established in 1711 and is located in Fairfield County, southwestern Connecticut, about sixty miles from New York City. It covers 38,644 acres or 60.38 square miles, making it the fifth largest town, area-wise, in the state.

The Town operates under a Charter adopted in 1961 and most recently revised in 2008. The Charter retains a limited Town Meeting form of government with an elected Board of Selectmen (3) supervising the administration of Town affairs, a First Selectman acting as the town's Chief Executive and Administrative Officer, and a twelve member Legislative Council acting as the legislative body, with the exception of those items specifically enumerated on which the Town Meeting is authorized to act. Financial matters are supervised by a Board of Finance (6) and an appointed Finance Director.

The Public Building and Site Commission of the Town of Newtown ("PBSC") has control of the supervision and construction of building projects including major new construction, alteration or extension, furnishing or equipping of a building to be used for public purposes including the acquisition and improvement of land. The Public Building and Site Commission consists of seven members appointed by the First Selectman and confirmed by the Board of Selectmen. The PBSC has been designated as the Building Committee for the project and will have responsibility for the management of the design and construction of the new Community Center.

An Advisory Committee has been established to assist with the programming and design of the project. Members of the Advisory Committee will include representatives of the Newtown Commission on

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Aging, staff from the current Newtown Senior Center, staff and commissioners from the Parks & Recreation Department, and other appointed and elected officials from the Town of Newtown.

C. DPM Role

Diversified Project Management Inc. ("DPM") is the Owner's Representative working directly for the Town of Newtown and does not accept commissions, referral fees or other incentives. DPM will be acting as the Town of Newtown's representative throughout the process and will assist the PBSC with the selection and management of the development team and all vendors involved with the project. DPM will coordinate and oversee the planning and implementation of the project at the direction of the Public Building and Site Commission.

D. Team Members

Concurrent with this RFQ, the Town of Newtown is also issuing RFQs for the construction management firm. It is the intention of the PBSC to assemble a complete project team for planning, design and implementation of the project prior to project commencement.

II. SCOPE OF WORK

A. Scope of Services

The final scope of the project will be developed by the selected consultants during the programming phase in consultation with the Advisory Committee and Public Building and Site Commission, and through interviews with selected focus groups. It is anticipated that the Community Center will total approximately 35,000 gross square feet. The project includes all building and site requirements: senior center, aquatic center, parking and drives, outdoor program spaces, and the schematic design of defined future phase(s).

The Architectural/Engineering Team will be an integral member of the project team from commencement and will provide services including but not limited to, programming, design, construction documentation and construction administration for the referenced project. The A/E team should include all necessary consultants to provide full services for all portions of the project. These are to include but are not limited to architectural, landscape design, mechanical/electrical/plumbing engineering (including HVAC, fire alarm, fire suppression, and renewable energy systems), geo-technical engineering, civil engineering, structural engineering, pool design consultants, and any other consultants adding value and expertise to the project.

B. Additional Project Requirements

Opportunities may arise for additional volunteer and paid consultants to provide expertise to the project team over the life of the project. All team members will be expected to fully cooperate and collaborate with authorized ad hoc team members.

The full project team will be required to make regular presentations to Town officials, Town Boards and Commissions, Town meetings and select private presentations as may be directed by the Town. Additional project reporting requirements may be required by the grantor and will be fully communicated to the A/E team when determined.

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C. Non-Disclosure

The development of the Newtown Community Center will be a very high visibility project for all members of the project team. The Town may establish non-disclosure procedures and protocols that must be followed by all firms and employees of those firms, whether directly involved in the project or not.

D. Project Schedule

The occupancy date for the Community Center is planned for the fall of 2016. The selected Project Team will be required to develop the proposed project timeline to comply with this deadline; prospective team members are required to include an analysis of the following schedule with their qualifications submission.

- RFQ Release – August 1, 2014
- Pre-Bid Site Meeting – August 7, 2014
- Final date for Bid Clarifications Submission – August 15, 2014
- Statement of Qualifications Due – August 22, 2014
- Selection of Project Team – October 2014

- Programming, Design and Construction Documents – October 2014 – July 2015
- Site Construction Start – September 2015
- Building Construction Start – November 2015
- Occupancy – October 2016

E. Construction Budget

The construction budget is expected to be approximately $8 million. The total project budget, including site preparation costs, consultant fees and owner's costs shall not exceed $10 million.

III. GENERAL PROVISIONS

A. Proposal Due Date

All proposals shall be due by **12pm on Friday, August 22, 2014**. Submission envelopes must be clearly marked with the RFQ name, "Newtown Community Center – Architectural Services". Submit six (6) hard copies of the qualifications package to:

Newtown Municipal Center
3 Primrose Street
Newtown, Connecticut 06470
Attn: Mr. Robert Tait, Director of Finance Town of Newtown

One (1) copy of the qualifications package should be submitted electronically to Diversified Project Management Inc. at ghoerauf@dpm-inc.com by the end of day August 22, 2014.

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B. Pre-Submission Informational Meeting

An informational meeting will be held for all prospective bidders on Thursday, August 7, 2014 at the Newtown Municipal Center, Council Chambers, 3 Primrose Street, Fairfield Hills Campus, Newtown, CT, at 10:00am.

C. Selection Date

At the PBSC's discretion, after evaluating the qualifications packages, a short-list of candidates will be assembled and interviews will be conducted in early September, 2014. After the interview phase, a short list of candidates will be required to submit a fee proposal for consideration by the selection committee and recommendation to the Purchasing Authority of the Town of Newtown. A/E Team selection is anticipated by October, 2014.

D. Submission Modification

Modification of qualifications packages and proposals will be considered only if notice is given in writing prior to the time stated for submittal of proposals.

E. Legal Entity

The lead firm making submission under this Request for Qualifications (RFQ) shall be the actual legal entity submitting the qualifications. For team/partnering submissions, all team members must be authorized to conduct business in the State of Connecticut, as evidenced by the records of the Connecticut Secretary of State and must be licensed to perform the professional services, or have employees that are licensed to perform the professional services, in the particular category as required under the laws of the State of Connecticut.

F. Insurance

Upon award, the successful bidder will be required to provide a current certificate of insurance naming required certificate holder and additional insureds. Insurance limits shall be no less than the following:

Workers Compensation and Employers' Liability	*$500,000 each accident*
	$500,000 each employee disease
	$1,000,000 limit for disease
Commercial General Liability (occurrence basis)	*$1,000,000 bodily injury/prop damage*
	$1,000,000 personal & advertising injury
	$2,000,000 products comp/ops aggregate
	$2,000,000 general aggregate
Automobile Liability	*$1,000,000 comb single limit ea accident*
Professional Liability	*$1,000,000 each occurrence*
	$2,000,000 aggregate

G. Questions

Questions should be directed to DPM no later than 7 days prior to the proposal due date (August 15, 2014). Questions should be submitted to Geralyn Hoerauf, Senior Project Manager at ghoerauf@dpm-inc.com . All questions will be answered via email and forwarded to all recipients of the RFQ. No phone calls will be accepted at any Town of Newtown offices or by any person involved in the project or selection process other than DPM.

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H. Confidentiality

All information contained herein is confidential and shall be treated as such. Financial information that may be disclosed to the bidders during the RFQ/RFP process must continue to be kept confidential even after the selection of a consultant team.

I. Governing Law

The contract shall be governed by the laws of the State of Connecticut.

J. Contract & Billing

The contract will be entered into directly between the Town of Newtown and the selected A/E team. The contract will be based on AIA B101-2007, as modified by the Town of Newtown for this project.

Billing will be directly to the Town of Newtown Finance Department. Copies of all invoices must also be forwarded to DPM for review and approval. Failure to submit invoices to DPM may result in a delay in payment.

K. DPM Relationship

The Town of Newtown has contracted with DPM as the Owner's Representative for this project. The selected A/E Team will need to indemnify and cooperate with DPM for the duration of this project. The attached exhibit acknowledging this relationship must be signed and returned by the successful bidder upon selection.

IV. SUBMISSION CRITERIA

The submission is to be organized and submitted in the following sequence. Each qualification package component must comply with the length/quantity specified below; lengthy submissions will not be reviewed or considered.

A. Qualifications Submission:

1. Cover sheet (1 page).
2. Letter of Introduction providing company history/overviews and outlining the primary firm's qualifications for this project. Any team structure or partnering should be fully detailed and the individual roles of each firm described (maximum of 2 pages).
3. Certificate of Legal Existence issued by the Connecticut Secretary of State (1 page).
4. A description of the complete A/E team, including a listing of all consultant firms and a description of their role on the project (1 page). Include resumes only for key personnel of the primary firm; include a listing of community center projects done by key personnel while with the submitting firm (maximum 1 page per staff member proposed).
5. Examples of similar community center projects successfully completed within the past 5-10 years (maximum of 4 projects). Please indicate:
    a. Year completed
    b. Type of construction
    c. Cost of construction and square footage
    d. Reference contact name, physical address, email address and phone number

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6. Examples of past projects involving indoor pool construction (maximum of 3 projects; may be the same projects as listed under #5 above).
7. Examples of past projects designed and construction to LEED Silver (or greater) standards (maximum of 3 projects).
8. Demonstrated ability to comply with cost constraints and work cooperatively in developing interim cost estimates to guide design decisions (2 pages).
9. Description of applicant's methodology for Quality Assurance and Quality Control processes (1 page).
10. Applicant's current insurance certificate noting professional liability, workers comp, general insurance, automobile, umbrella coverage, etc. (1-2 pages)
11. Description of any pending litigation or legal actions, including matters in State and Federal courts and in arbitration, and a list of all claims made against all A/E Team firms in the past 5 years (1 page).
12. Typical annual volume of work and projected 2014-2016 workload for the lead firm (1 page).
13. Statement of all A/E Team firm's capacity to provide full services meeting the projected time frame as outlined in Section II.D. above (1 page).

B. Fee Proposal

Fee proposals will only be requested of a designated short list of firms determined after the RFQs have been reviewed and interviews held. The following outlines the procedures for submitting the eventual fee proposal:

One hard copy of the Fee Proposal and all related fee information as listed below, should be submitted in a sealed envelope with the firm's name clearly indicated on the outside. Envelope should be labeled "Newtown Community Center Fee Proposal". Final fees for services will be negotiated with the Town based on proposal information submitted prior to execution of a contract with the selected firm(s).

1. Provide a Fee Proposal as a lump sum for designated services. Fee break-down should be indicated as follows:
    a) Preconstruction Services
        a. Programming Phase
        b. Schematic Design Phase
        c. Design Development Phase
        d. Constructions Documents Phase
        e. Municipal Approvals Phase
    b) Construction Phase:
        a. Bidding Phase and Award
        b. Construction Administration Phase
    c) Project Completion and Close-out
2. Provide a chart of hourly rates for key personnel categories
3. List anticipated reimbursable expenses with associated costs

C. Notice of Intent to Respond to RFQ

All firms downloading the RFQ electronically must notify DPM by email at ghoerauf@dpm-inc.com. All subsequent RFQ amendments and all responses to questions and clarifications will be transmitted to prospective firms electronically. It is the responsibility of the submitting firm to

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confirm that they have the latest and complete RFQ requirements prior to qualifications package submission.

V. ATTACHMENTS

The following documents are an integral part of the RFQ:

1. Acknowledgement of DPM as Owner's Representative
2. Project Timeline

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EXHIBIT

The Town of Newtown through its Public Buildings and Site Commission (the Owner) has appointed Diversified Project Management (DPM) to coordinate and observe the work, and to have such other responsibilities as the Owner and DPM agree in writing. _____(CONSULTANT NAME) will:

a) Cooperate with DPM in every way.

b) Provide copies of all project correspondence and provide full access to all parts of the Project and the Work to DPM as requested.

c) Provide advance notice and invitation to DPM to any and all project meetings and subcontractor meetings concerning the project.

_____(CONSULTANT NAME) will indemnify, defend and save DPM harmless from any claims, losses, costs or expenses, including attorney's fees and court costs, arising from any occurrence or matter including, but not limited to, the exercise of any agency on behalf of the Owner, undertakings and approvals authorized on behalf of the Owner, personal injury, death and property damage, related to the conduct of the work including third party claims.

Until the Consultant has been given written notice to the contrary, DPM shall act as the Owner's Representative in connection with the Project. DPM shall attend regularly scheduled project meetings as well as all special project meetings of which it has been given adequate notice. The Owner may, by written notice pursuant to the provisions of this Agreement, designate another representative to act on its behalf.

Accepted by:

_____ _____

Name Date

_____

Company

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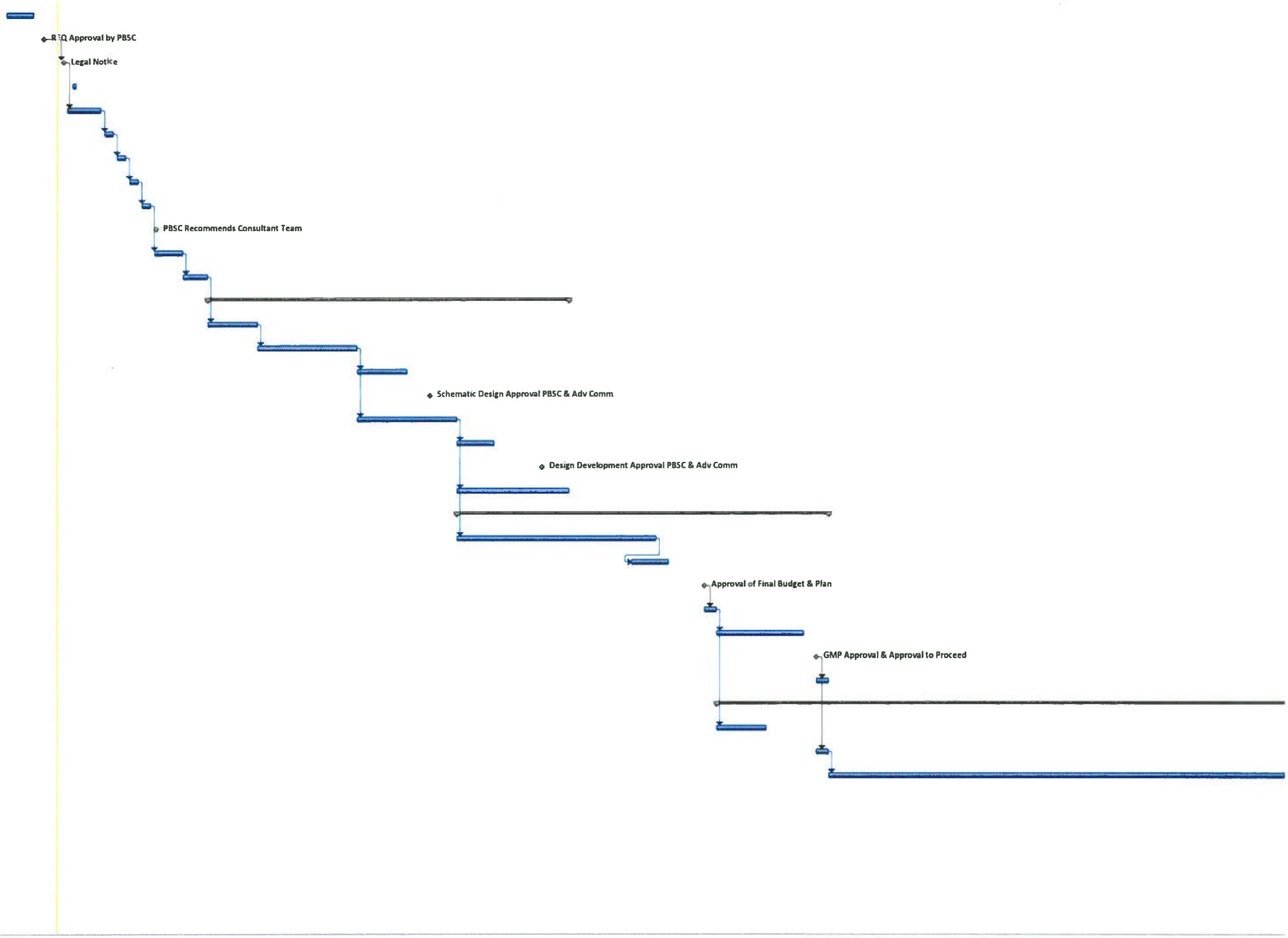
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