

Town of Durham

Selectman's Office
P.O. Box 428
Durham, CT 06422

Request for Qualification

**REQUEST FOR LETTERS OF QUALIFICATIONS FOR
PROFESSIONAL ARCHITECTURAL SERVICES**

Board of Selectmen

Laura L. Francis - First Selectman

John T. Szewczyk - Selectman

James W. McLaughlin - Selectman

Legal Notice
Request for Qualification
Town of Durham

The Town of Durham requests that sealed qualification packages be submitted for the following:
Request for Letters of Qualifications for Professional Architectural Services

Said qualification package (submit 10 copies) must be in a sealed envelope clearly marked **Request for Letters of Qualifications for Professional Architectural Services**.

All inquiries should be directed to email address: psfrpc@townofdurhamct.org no later than one week prior to qualification package due date.

All sealed qualification packages will be accepted at the Selectman's Office until **3:00 p.m., Friday, February 20, 2009** and will be opened at that time and date. No FAX qualification packages will be accepted.

The Town of Durham reserves the right to waive any informalities or defects in any qualification package. Qualification package, amendments to qualification package or withdrawal of qualification package after the time set for qualification package acceptance will not be considered. The Town of Durham requires minimum of (2) RFQs to be received for the request to be valid.

Dated at Durham, Connecticut
This the 7th day of February 2009

Laura L. Francis
First Selectman

**General Specifications
For
Public Safety Facilities Renovations Planning Committee
Request for Letters of Qualifications for Professional Architectural Services**

The Town of Durham is seeking a qualified licensed Architectural Firm with experience designing Public Safety Facilities, and Historic Restoration to submit a statement of qualifications for the design services associated with the renovations and additions to 37, 41, and, 51 Main Street, Durham, CT. Program spaces for the Fire Dept. EMS, EOC, Fire Marshal, and Resident State Trooper are to be developed. Design work to begin in April 2009, with a construction start date TBD.

Interested firms should submit the following information:

List of recent experience with in the last 5 years with similar projects; (limit pages, 1 side only)

Information to include: Brief description of project (include photographs)

Square Foot
Date Completed
Construction Cost
Project Cost

Background information on the firm: Information to include the following:

List of in-house services.

Resume of key personnel to be assigned to the project including principal in charge with associated experience and qualifications relevant to the proposed project of each personnel.

Provide statement availability of the firm and personnel assigned to the project.

List of owner references, with contact and phone number.

Identify if this is a joint venture with another firm. If so, provide additional letters of qualification as listed above.

Following the receipt and evaluation of the statement of the qualifications, a short list of firms will be selected to submit a full proposal. Only the selected firms will be requested to submit proposals. The evaluation of the proposals will determine the number of firms selected to be interviewed. Interviews will result in the selection of one firm to provide the complete architectural services for the entire project listed above.

The Town of Durham reserves the right to accept or reject any or all proposals or parts there of for any reason, to negotiate changes to the proposal terms, to waive minor inconsistencies with the RFQ and to negotiate a contract with the successful firm.

Submit 10 copies of the Proposal to: First Selectman
 c/o PSFRP Building Committee
 Town Hall
 P.O. Box 428, 30 Town House Road
 Durham, CT 06422

No later than 3:00 PM, on February 20th, 2009.

Any additional information or questions regarding this request shall be made in writing to email address psfrpc@townofdurhamct.org no later than one week prior to proposal due date.

INFORMATION FOR QUALIFICATION PACKAGE

Qualification Packages Received

Sealed qualification packages for the **Request for Letters of Qualifications for Professional Architectural Services** will be received at the Office of the First Selectman at the Durham Town Hall, 30 Townhouse Road, Durham, CT 06422, until **3:00 p.m.**, local time, on **Friday, February 20, 2009**. Qualification packages will be opened at that time and date.

Addenda and Interpretations

No interpretations of the meaning of the Plans or other pre-qualification documents will be made to any participant orally.

Any additional information or questions regarding this request shall be made in writing to email address psfrpc@townofdurhamct.org no later than one week prior to proposal due date.

Disqualification of Firms

More than one qualification package from an individual, firm, partnership, corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any Firm is interested in more than one RFQ for the work contemplated will cause the rejection of all qualification packages in which such Firm is interested. Any or all qualification packages in which such Firm is interested will be rejected if there is reason for believing that collusion exists among the Firms; and all participants in such collusion will not be considered in future qualification packages for the same work. No qualification package will be deemed worthy except that of a competent Firm capable of performing the class of work contemplated.

Preparation of Qualification Package

The qualification package must be made upon the form contained herein. The blank spaces in the form must be filled in correctly where indicated. Ditto marks are not considered writing or printing and shall not be used. The Firm shall sign his form correctly. If an individual makes the qualification package, his name and post office address must be shown. If made by a firm, partnership, or corporation, the form must be signed by an official of the firm, partnership, or corporation authorized to sign contracts, and must show the post office address of the firm, partnership, or corporation.

Each qualification package (10 copies) must be submitted in a sealed envelope bearing on the outside the name of the Firm, the Firms address, and name of the project for which the package is submitted. If forwarded by mail, the sealed envelope containing the RFQ must be enclosed in another envelope addressed to: First Selectman, Durham Town Hall, P.O. Box 428, Durham, CT 06422.

Irregular Qualification Package

The Town of Durham reserves the right to reject any qualification package if they show any omission, alteration of form, additions not called for, conditional, or irregularities of any kind.

Withdrawal of Qualification Package

If a Firm wishes to withdraw his qualification package, he may do so before the time fixed for the opening of package by communicating his purpose to the Durham First Selectman. Upon such notice, the qualification package will be made available unopened to the Firm at the Durham First Selectman's Office.

Insurance

Workmen's Compensation Insurance: With respect to all operations the Firm performs and all those performed for it by subcontractors, the Firm shall carry workmen's compensation insurance in accordance with the requirements and the laws of the State.

- a. Firm's Public Liability and Property Damage Insurance: With respect to the Project operations the Firm performs and also those performed for it by subcontractors, the Firm shall carry regular Contractor's Public Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$1,000,000 for all damages resulting from (1) bodily injury to or death of persons and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide at total or aggregate coverage of \$1,500,000 for all damages during the policy period.
- b. Automobile Liability Insurance: The operation of all motor vehicles, including those hired or borrowed, used in connection with the project, shall be covered by Automobile Liability Insurance. The insurance shall provide coverage for accident or occurrence in the amount of \$500,000 for all damages resulting from (1) bodily injury to or death of persons and/or (2) injury to or destruction of property. If an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.
- c. Town of Durham: With respect to the project operations the Firm performs, and also those performed for it by subcontractors, the Firm shall carry for and on behalf of the Town of Durham, insurance which shall provide coverage for each accident or occurrence in the amount of \$1,000,000 for all damages resulting from (1) bodily injury to or death of person and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of \$1,500,000 for all damages during the policy period.
- d. Firms Indemnification
Firm shall agree to indemnify and hold the Town harmless from any and all claims made against the Town arising out of work performed under the RFQ.
- e. Termination or change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify the Town of Durham by certified mail at least thirty (30) days in advance of termination, or any change in the policy. No such change shall be made without prior written approval of the appropriate Official.
- f. Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the Town of Durham against all damages, even if groundless.
- g. Compensation: There shall be no direct compensation allowed the Firm on account of any premium or other charge necessary to take out and keep in effect all insurance or bonds, but the cost thereof shall be considered included in the general cost of the work.

10. Sales Tax

Certain materials and supplies incorporated in the work of this project are exempt from Connecticut Sales Tax. The Firm shall familiarize himself with current regulations of the State Tax Department. The tax on materials or supplies exempted by such regulations shall not be included as part of the qualification package. Upon request, the Owner will furnish the successful Firm a sales tax exemption letter.

11. Compliance with Federal and State Regulations

The Firm shall be responsible for full compliance with any Federal and/or State laws, regulations and standards, as applicable to any project fully or partially funded by State and/or Federal funding agency.

12. Right to Reject

The Town of Durham reserves the right to reject any, or any part of, or all qualification packages; to waive informalities, irregularities, defects and/or technicalities, and, if it so chooses in its sole discretion, to accept the qualification package which the Town deems to be in the best interest of the Town.

QUALIFICATION PACKAGE FORM

Qualification package of _____* (hereinafter called "Firm"), organized and existing under the laws of the State of _____, doing business as _____ to the Town of Durham (hereinafter called the "Owner").

**Insert "a corporation," "a partnership," or "an individual" as applicable.*

In compliance with your Request for Qualification, Firm hereby proposes to perform all work for **Request for Letters of Qualifications for Professional Architectural Services** in strict accordance with the RFQ Documents.

By submission of this qualification package, each Firm certifies that this RFQ has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this qualification package with any competitor.

The Town of Durham (herein called the Town) reserves the right to waive any informalities or defects in any qualification package. The Town also reserves the right to refuse any and all proposals.

I, the undersigned, have examined and carefully read all the attached or referenced documents and hereby agree to furnish all information requested in accordance with the specifications and conditions contained in these documents.

Company Name

Mailing Address

Authorized Signature

Print Name and Title Date

Telephone Number (_____) _____ Fax Number (_____) _____