

TOWN OF BOLTON CT

REQUEST FOR QUALIFICATIONS

SCHEMATIC DESIGN OF TOWN HALL FACILITY

The Town of Bolton seeks qualified firms with experience in designing municipal facilities to demonstrate their qualifications to generate a schematic design for a town office building. The purpose of this RFQ is to review the qualifications of firms and interview them to be shortlisted for generating a schematic design and bid on the proposed project. This is not a bid document and shall not include pricing. Sealed RFQ's must be submitted to James Rupert, Town Administrator at the Town Hall, 222 Bolton Center Road, Bolton CT 06043 not later than 11:00 am on June 3, 2025. No emailed or faxed submittals will be accepted. Each sealed RFQ must be clearly marked "RFQ For TOB Schematic Design." One original and five copies along with a PDF are required. RFQ's will be opened at 11:15 on June 3, 2025, and will be distributed to the Town Hall Sub Committee for review. Interviews will be scheduled at the convenience of the committee.

PROJECT DESCRIPTION

Upon selection and award of contract the Town of Bolton will engage a firm to provide a schematic design for a new town office building on an existing site at 104 Notch Road in Bolton. The site on Notch Road is the former site of our elementary school and the current location of our Senior Center. It is served by an onsite septic system, a public water supply that serves several town facilities and natural gas. There is also a thirty-thousand-gallon cistern on site.

- The selected firm will need to review the existing space studies and conceptual designs.
- The Firm will likely wish to conduct a survey of staff to ensure the space studies are still relevant.
- Part of the design is to confirm the site will support the proposed structure and the infrastructure necessary to support the use. This will include but not limited to the structure, parking, lighting, storm water management, utilities and anything else necessary.
- The firm will meet with the Board of Selectmen, Town Administrator and its subcommittee at the onset of the project and at each project milestone as agreed upon by the parties.
- The end goal is for the firm to produce a schematic design that demonstrates the best use of the existing site for a town office building that can be shared with the public and will form the basis for bidding on the project.

The above is a general outline of the project. The responding firms shall provide a detailed scope of work which outlines the specific services and analyses they will provide for the project. Any and all other services not specifically delineated that would be considered normal and reasonable services to be provided to a client by a professional firm for a project of this scope and magnitude are to be considered part of the scope of services.

GENERAL

The selected firm must meet all State and Federal affirmative action and equal employment opportunity practices.

The firm shall obtain and maintain, at its expense, Professional Liability Insurance at a minimum amount of \$1,000,000.00. The selected firm shall, within five days of the award, provide proof of insurance. The firm shall maintain at its expense, workers compensation and liability that will protect the Town of Bolton from all claims of bodily injury, death or property damage which may arise from the firm's performance by its employees or subcontractors in the performance of their functions to the Town of Bolton. Limits of insurance shall be a minimum of \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate. Workers' compensation insurance shall be in accordance with Connecticut Statutes. The Town of Bolton shall be listed as an additional insured.

EVALUATION AND AWARD

Responses will be evaluated by the Town of Bolton after June 9, 2025. A list of firms for interviews will be developed. All information shall remain confidential until the shortlisted firms are selected. Additional information may be requested from any respondent prior to, during or after interviews for clarification purposes. Any additional information provided will in no way revise the original responses.

Based on the results of the RFQ responses, interviews and other requested supplemental information the Town intends to short list a minimum of three firms. The following factors will be considered.

- Accuracy, overall quality, thoroughness and responsiveness to the requirements
- The technical competence of the firm
- The firm's experience on similar projects
- The firm's qualifications and experience of the designated project manager and other key personnel
- References
- The firm's project schedule
- Overall approach to providing the scope of services requested

The Town of Bolton reserves the right to reject any and all RFQ's and to waive any informality in the RFQ process. It shall be understood that the shortlisted firms made by the Town of Bolton shall be final and conclusive without recourse or appeal by the remaining firms.

SUBMITTAL DOCUMENTS

Submittal letter:

Interested firms shall submit a cover letter addressed to the Bolton Board of Selectmen. It shall be signed by an authorized principal agent of the firm. It shall include an overview of the firm's qualifications and approach to the project as well as the name and contact person to whom any questions regarding the RFQ may be directed.

History of the firm and resumes:

The firm must include a brief history of the company including the following.

- a) Firm size and organization
- b) Length of time the firm has been in business.
- c) Products and services offered.
- d) Resumes of key individuals that will be assigned to the project.
- e) Information on any subcontractors that will be assigned to the project.

Recent clients and experience

The firm must demonstrate.

- a) Relevant experience in similar projects over the past ten years
- b) Client reference information (minimum of 5) including contact name, address, phone number, email address, title and description of the relevant project. The time frame from start to completion of the relevant project.
- c) Strength and experience of the team assigned to the project.

Qualifications

The firm must demonstrate knowledge of the following.

- a) Experience and expertise to provide all necessary services to meet the requirements of the RFQ including but not limited to architecture, structural engineering and civil engineering.
- b) Knowledge of state and federal laws and regulations regarding municipal structures including but not limited to building and fire safety codes, statutes and laws governing such structures and sites including specialty spaces used for law enforcement and emergency management.
- c) Ability to provide a comprehensive plan and timeline to the Town.

Scope of work

Outline your firm's approach to the project and a detailed scope of work. Include an overview of all services that need to be performed in order to achieve the desired outcome and any pitfalls you see. The firm shall disclose any services needed that are above and beyond their scope of work but are necessary to achieve the desired outcome. The firm shall provide a detailed timeline.