

**West Vine Street School  
Deans Mill School  
and  
Town of Stonington**

***Request for Qualifications for Construction Manager at Risk (CMR)***

RFQ: #2015-SESM-002 Issue Date: September 23, 2015

Statement of Qualification Due: October 06, 2015 no later than 1:00 p.m. EDT

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**Appendix A – Elementary Education Specifications for West Vine Street School & Deans Mill School (Approved by Stonington Board of Education on June 11, 2015)**

Town of Stonington, Connecticut  
STONINGTON K-12 BUILDING COMMITTEE  
Request for Qualifications #2015-SESM-002  
Construction Manager at Risk Services  
For  
Elementary School Renovations, Alterations and Extension at  
  
West Vine Street School: State Project #TMP-137-ZVRR  
and  
Deans Mill School: State Project #TMP-137-VHMQ

The Town of Stonington is seeking qualifications for construction management services at risk for the completion of renovations, alterations and extensions at West Vine Street Elementary School, 17 West Vine Street, Pawcatuck, CT 06379 and Deans Mill Elementary School, 35 Deans Mill Road, Stonington, CT 06378.

Reference material consisting of approved K-5 education specifications and this RFQ are available by downloading from the Town of Stonington website:  
<http://www.stonington-ct.gov/bids-rfps>.

The RFQ #2015-SESM-002 and any and all addenda will also be available on the State of Connecticut, Department of Administrative Services Contracting Portal.

Submissions of qualifications will be accepted by the Town of Stonington Finance Department until **10/06/2015** at 1:00 PM EDT; submissions received after this date and time will not be considered. The Town reserves the right to waive any informality in any submission, to reject any and/or all submissions, and to accept the submissions(s) that, in its judgement, are in the best interest of the Town. Each submission shall contain thirteen (13) original statements as well as one copy via CD media, and shall be delivered in a sealed envelope or package clearly identified as "RFQ: #2015-SEMS-002 CMR Services for Town of Stonington K-12 Building Committee", to the following address: Town of Stonington, Finance Department, 152 Elm Street, Third Floor, Stonington, CT 06378.

## I. Project Overview

### A. Project Background

The Town is seeking to renovate, alter and extend two existing school facilities in order to:

- Modernize its elementary school facilities
- Reduce the number of elementary schools from three to two by consolidating the currently split elementary program in Pawcatuck at the West Vine Street School
- Relocate Pre-K and 5th grade programs to the elementary schools

The intent of this request for qualifications, and follow up request for proposal, is to select a single construction management firm for both projects.

The Town of Stonington K-12 Building Committee requests qualification statements from qualified construction management firms to complete the Project Team that consists of the Town of Stonington, the K-12 Building Committee, the Board of Education, Representatives from West Vine Street School and Deans Mill Schools, and the Architect.

### B. Project Description

The combined approved project budget for the projects, inclusive of all design and other administrative costs, is approximately \$68 million. Delivering the completed projects within this budget is a high priority. It is imperative the Town, the K-12 Building Committee, the Board of Education, the Architect, School Representatives, and the CMR work cooperatively and successfully to keep the final costs of the projects within this fixed budget. The Town may engage the services of an Owner's Project Manager.

The project at West Vine Street School includes complete renovation of the original 1967 structure and construction of a new addition(s) for classrooms and common spaces including a library and gymnasium. The current square footage of the building is 24,300. A small portion will be demolished (1,800 sf). The new addition will be 33,900 SF. The new total square footage of the building will be 56,400. The project budget for the State grant application (ED049) is \$31,837,675.

The project at Deans Mill School includes complete renovation of the original 1967 structure, demolition of the 1973 addition and construction of a new addition(s) for classrooms and common spaces including a library and gymnasium. The current square footage of the building is 57,650. The plan is to demolish 35,350 square feet, renovate the existing square footage, and construct 40,200 of new. The new total square footage of the building will be 62,700. The project budget for the State grant application (ED049) is \$36,168,548.

Appendix A contains the Elementary Education Specifications for West Vine Street School and the Deans Mill School.

## II. Project Schedule

The projects schedules provide for design, construction and occupancy of the schools on or before August 1, 2018. Contract documents are scheduled for completion in December, 2016 with construction scheduled to start in spring 2017.

The Construction Manager (CMR) selection schedule is as follows and is subject to change:

1. RFQ Published: September 23, 2015
2. Deadline for RFQ questions: September 28, 2015 by 4:00 p.m. EDT
3. Responses to RFQ questions: September 30, 2015
4. Qualification Statements Due: October 6, 2015 by 1:00 p.m. EDT
5. Short-list CMR firms and Issue RFP: October 14, 2015
6. Preproposal site walk: October 16, 2015
7. Deadline for proposal questions: October 21, 2015 by 4:00 p.m. EDT
8. Responses to proposal questions: October 22, 2015
9. Proposals Due: October 26, 2015
10. Shortlist to Interview (no more than 4): October 27, 2015
11. Firms Interviewed: November 5, 2015
12. CMR Selection: November 9, 2015

The Short-list of CMR Firms, Interview, and CMR Selection dates are anticipated, not certain, and dates are subject to change if circumstances dictate.

## III. Project Budget

The total project budget for West Vine Street School is \$31,837,675. The total project budget for Deans Mill School is \$36,168,548. Both project budgets are inclusive of all hard and soft costs. The basis of payment to the CMR will be based on Cost of the Work plus a Fee with a Guaranteed Maximum Price (GMP) whereas the GMP shall not exceed the Total Construction Budget.

## IV. Special Requirements

### A. Review by CT DCS Office of School Facilities

The project will be subject to the State of Connecticut Department of Construction Services Office of School Facilities (CTDCS OSF) requirements. Candidates shall demonstrate project experience and knowledge of these requirements.

### B. CT DAS Contractor Pre-Qualification

All contractors must be pre-qualified by the Connecticut Department of Administrative Services (CT DAS) in accordance with C.G.S. § 4a-100. All CMR firms submitting qualification statements for this project must be pre-qualified as a "CONSTRUCTION

MANAGER AT RISK (GROUP B)” as defined in the CT DAS Contractor Classification List. This includes “CONSTRUCTION MANAGER AT RISK (GROUP C)”. All CMR firms must have a Major Contractor Registration through the Connecticut Department of Consumer Protection as a pre-requisite for these classifications.

## V. Statement of Qualification Minimum Requirements

Each qualification statement package shall contain, at a minimum, the following items:

1. Letter of Interest from person to whom all correspondence shall be addressed. Provide title, address, telephone number and email address.
2. Copy of current CT DAS Pre-Qualification certificate as noted above. Also include update statement.
3. Copy of current Major Contractor Registration as noted above.
4. Profile of the Construction Management Firm including, but not limited to:
  - General background of firm
  - Date firm established
  - Number of employees
  - Trades self-performed
  - Description of firm’s knowledge and experience with Connecticut school construction project requirements
  - Knowledge of state and local permitting requirements
  - Names and resumes of key personnel who will be managing the day-to-day activities of the project. Include Principal-in-Charge, Project Manager(s), Superintendents and other key personnel to be assigned to this project
  - Cost quality control measures
  - Estimating capability
  - Experience with high performance buildings and/or LEED Silver requirements.
  - Knowledge of the Locality – Describe your firm’s experience working within the Town of Stonington.
  - Knowledge of Regulatory Process - Indicate the role your firm has provided in the local/state/federal regulatory approval process, including the Department of Construction Services, Office of School Facilities
  - Past Claims or Disputes - Indicate any claims, disputes, or arbitration proceedings that have occurred on any school projects your firm has been involved with in the last ten (10) years. Identify the involved parties and give a status of each matter even if pending. Include the nature of the dispute and outcome if possible
5. Provide information demonstrating the qualifications of your firm, in the last 10 years, as a Construction Manager at Risk. List a minimum of five completed school projects, utilizing CMR delivery method, that are similar in size and scope to this project with at least two of the five being elementary schools.

Town of Stonington K-12 Building Committee  
West Vine Street School & Deans Mill School  
Request for Qualifications

- Projects listed must show that the offeror has successfully completed:
  - i. At least two Renovate “As New” (as defined in CGS 10-282), or major alterations and extensions on fully occupied schools in the State of Connecticut. These construction projects should have been of similar nature to the proposed West Vine and Deans Mill projects with multiple phases, and a construction budget of at least \$25 million. At least one of these two schools must be an elementary school.
  - ii. One Connecticut K-12 public school facility (either new construction or renovation) with at least 40,000 sq. ft. of useable area.
  - iii. Recent (last ten years) projects showing experience and knowledge of working with the Connecticut Department of Education, Office of School Facilities in assisting the Owner in obtaining maximum reimbursement for their school project. This will include experience of the work normally expected of a Construction Manager in submission requirements for Plan Completion Test, Change Orders and closeout and audit of a Connecticut school building project.
  
- Information for each project shall include the following:
  - i. Project name, location and owner
  - ii. Owner’s representative including contact information. Note: Owner’s representative may be contacted for a referral during the review process
  - iii. Superintendent of the school district while the project was designed and constructed including contact information. Note, the superintendent may be contacted for a referral during the review process.
  - iv. Name of design firm with contact information (name, telephone and email)
  - v. Original GMP amount
  - vi. Final GMP amount
  - vii. Amount of CMR contingency at start of project
  - viii. Amount of CMR contingency at completion of project returned to the owner, if applicable
  - ix. Original/Planned construction duration
  - x. Actual construction duration
  - xi. Include statement of experience with CTDCS OSF as described in section IV. A. above

## VI. Evaluation Criteria

In accordance with General Statutes § 10-287, the Town will evaluate the responses to this RFQ and select a group of individuals and/or firms from whom RFP responses, including pricing information, shall be sought. The Town will evaluate all statements based on the information requested in this Request for Qualifications. The Town will take into account the overall firm qualifications, key personnel experience, CMR project experience, experience with CT DCS OSF, and proximity to the project site. Failure to provide detailed information as requested above may result in lower evaluation.

In performing the above evaluation, the Town will consider the following factors, among others, in evaluating responses: experience, references, capabilities, past performance, and other relevant criteria, including the following: accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as stated in this RFQ; the respondent's qualifications, experience, and ability to provide the services and expertise requested; ability to respond promptly to requests; past performance; and other criteria relevant to the Town's interests, including compliance with the procedural requirements stated in this RFQ. The Town will not select a respondent who is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.

Pursuant to General Statute § 10-287, following the qualification process, the Town shall evaluate the qualifications and request proposals, including pricing information, on the basis of the factors described herein. On the basis of the received qualifications and proposals, the Town shall determine a maximum of four (4) most responsible qualified proposers. The term "most responsible qualified proposers" means the proposer who is qualified by the Town when considering the factors necessary for faithful performance of the School Projects based on the criteria and scope of work included in the request for proposals. The Town will select the lowest responsible qualified proposer, meaning that, in addition to price, due consideration will be given to factors such as a proposer's experience, references, capabilities, past performance, and other relevant criteria.

Evaluation criteria shall include due consideration of proposer's experience with work of similar size and scope, organizational and team structure, past performance data, including, but not limited to, adherence to project schedules and project budgets, the approach to the work required for the contract and documented contract oversight capabilities, pricing for the School Projects, and other criteria specific to the project. The maximum of four (4) finalists will then be interviewed, and the Town shall select the most responsible qualified proposer, as determined by the Stonington K-12 Building Committee.

Following the receipt and evaluation of responses to 1) Requests for Qualifications, 2) Requests for Proposals, and 3) interviews of up to four (4) finalists, the Town will issue a Preliminary Notice of Award. The Preliminary Notice of Award may be subject to further negotiations with the proposer. The making of a preliminary award to a proposer does not provide the proposer with any rights and does not impose upon the Town any obligations. The Town is free to withdraw a preliminary award at any time and for any reason. A proposer has rights, and the Town has obligations, only if and when a contract is executed by the Town and the proposer.

If the proposer does not provide all required documents and execute the contract within ten (10) business days of the date of the Preliminary Notice of Award, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer.

## **VII. Submission Instructions**

Thirteen (13) original copies, as well as one copy via CD media, of the Statement of Qualifications shall be submitted to:

Mr. Rob Marseglia, Chairperson of the Town of Stonington K-12 Building Committee  
C/o James Sullivan, Director of Finance  
Finance Department  
Stonington Town Hall, Third Floor  
152 Elm Street  
Stonington, CT, 06378

Each submission shall be delivered in a sealed envelope or package clearly identified as "RFQ: #2015-SEMS-002 CMR Services for Town of Stonington K-12 Building Committee".

Statements shall be received in the Stonington Finance Department by 1:00 p.m. EDT, on October 6, 2015. Postmarks prior to the submission deadline do NOT satisfy this condition. The Town will not accept responses by e-mail or fax. Respondents are solely responsible for ensuring timely delivery. The Town will NOT accept late responses.

The Town may decline to accept responses received in unmarked envelopes that the Town opens in its normal course of business. The Town may, but shall not be required to, return such responses and inform the respondent that the documents may be resubmitted in a sealed envelope properly marked as described above.

An authorized person representing the legal entity of the respondent must sign the response and all forms included in this RFQ.

### VIII. Termination or Amendment

The Town reserves the rights to amend or terminate this RFQ, to reject any or all respondents, to request additional information, to waive any informalities or non-material deficiencies in a response, and to take any and all other action that, in the Town's sole judgment, will be in its best interests. The Town reserves the right to ask any respondent to clarify its response or to submit additional information that the Town in its sole discretion deems desirable.

In addition, the Town may, before or after statement opening and in its sole discretion, clarify, modify, amend or terminate this RFQ if the Town determines it is in the Town's best interest to do so. Any addenda will be posted to the Town of Stonington's bid website as well as the Connecticut DAS Contracting Portal. Each proposer is responsible for checking the DAS website and/or Town website to determine if the Town has issued any addenda to the RFQ, and if so, to complete its proposal in accordance with the RFQ as modified by the addenda. The Town of Stonington's bid website is as follows: <http://www.stonington-ct.gov/bids-rfps>

### IX. Questions and Amendments

Questions concerning the process and procedures applicable to this RFQ or the other requirements of this RFQ are to be submitted **in writing** (including by e-mail) and directed **only to**:

Name: Mr. Rob Marseglia, Chairperson of the Town of Stonington K-12  
Building Committee

E-mail: [K12building@stonington-ct.gov](mailto:K12building@stonington-ct.gov)

**Respondents are prohibited from contacting any other Town employee, officer or official concerning this RFQ. A respondent's failure to comply with this requirement may result in disqualification.**

The appropriate Town representative listed above must receive any questions from respondents no later than September 28, 2015 at 4:00 p.m. EDT. That representative will confirm receipt of a respondent's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which will be posted with the RFQ on the Town of Stonington's website as well as the Connecticut DAS Contracting Portal website. All such questions and responses shall become a part of this RFQ.

At least four (4) calendar days prior to submission deadline, the Town will post any addenda on the State of Connecticut DAS Contracting Portal website, and the Town of Stonington's website at: <http://www.stonington-ct.gov/bids-rfps>. **Each respondent is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its response in accordance with the RFQ as modified by the addenda.**

**Appendix "A" - Elementary Education Specifications for West Vine Street School & Deans Mill School**