

## **REQUEST FOR ARCHITECTURAL QUALIFICATIONS**

### **RFQ INSTRUCTIONS**

**Project Name:** American  
Disabilities Act (ADA)  
Plymouth Town Hall  
Renovations

**Project Location:** Mayor's  
Office; Town Hall, 80 Main  
Street, Terryville, Ct. 06786  
**Due Date:** 3/27/2023;12 noon.

**Notice Date:** 3/1/2023

#### **[I.] Architectural Qualifications/Services- RFQ Instructions**

The "Mayor's Office; Town of Plymouth," will adhere to the following "Architectural Qualifications/Services - RFQ Instructions" for the above referenced project. These RFQ Instructions will allow for a competitive selection process to be used to evaluate and select an AIA s "**Architect**" to provide professional assistance to implement AIA drawings for Town Hall ADA and Renovations paid for by STEAP state Funding and explore for other federal, state and local funding for other community development projects as assigned by the Mayor of the Town of Plymouth. The responding Architect needs to provide all necessary architectural engineering, civil, mechanical, structural, electrical, landscaping, repair, construction supervision, services.

1. "The Town of Plymouth" shall solicit proposals for Request for Qualifications (RFQ) Project entitled community development for "**Architectural Qualifications/Services**" to implements ADA renovations at the Plymouth Town Hall.
2. This RFP informs you that you may be subject to federal DAVIS BACON wages; or, State Prevailing wage requirements.

3. The “Mayor’s office” shall compose a “Mayor Selection Committee” may include, but not limited to: The Mayor and Director of Public Works, or Grant Administrator, and the Mayor reserves the right to make substitution members.
4. The selection committee shall evaluate all criteria included in the RFQ Package and rank each RFQ response on the ranking sheet as well as fee. Pending the number of RFQ responders, and if available, a minimum of the three highest qualified firms shall be selected to sit for interviews and provide additional information on their background and fee proposal for the proposed ADA renovation activities.
5. The final selection shall be made based by the Mayor and Town Council principally on successful experience with similar developments, fee structure and staff capacity to complete the design blueprints and specification tasks in a timely manner within 1.5 months.
6. The Mayor reserves the right to reject any proposal for the AIA RFQ services if the amount at the time of fee proposal is not within budget and solicit new proposals from a new legal ad for **“RFQ for Architectural Qualifications for ADA Town Hall Services”**
7. The Mayor reserves the right to have legal counsel review the selected housing and community development **“Architectural Qualifications/Services”** RFQ packages and proposals.

8. All RFQ “Architectural Qualifications/Services” Proposals/Bids must be signed, sealed, addressed to, and in-the-hands of the Joseph T. Kilduff, Office of the Mayor, by March 27, 2023 Plymouth Town Hall, 80 Main Street, Terryville, Ct. 06786.
9. All items are subject to COVID Executive Orders at the time of approval and subject therein that period of time.
10. The Town of Plymouth Mayor or his designee reserves the right to reject any and all submissions, to waive informalities or minor irregularities in the submissions received, and reject nonconforming, nonresponsive, conditional or qualified submissions, and to select the submission and consultant which, at its discretion, withdraw and/or re-advertise the RFQ. During the original term and all subsequent renewal terms of the Contract resulting from this RFQ, the Town expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFQ.
11. The Town of Plymouth reserves the right to request clarifications of information submitted and to request any necessary supporting documentation or information of one or more Proposers after the deadline for submission of Responses. The Town of Plymouth reserves the right and hereby notifies all proposers that it may, in its sole discretion, confirm independently the information contained within the submitted Proposal.

## **[11] Architectural Qualifications/Services - RFQ Projected Timeline**

<ul style="list-style-type: none"><li>• <b>Notice Of Funds Available</b></li></ul>	<b>March 1, 2023</b>
<ul style="list-style-type: none"><li>• Request for Qualification Notice</li></ul>	March 1-10,, 2023.
<ul style="list-style-type: none"><li>• <b><u>RFQ Response Deadline</u></b></li></ul>	<b><u>March 27, 2023, 12 Noon.</u></b>
<ul style="list-style-type: none"><li>• Mandatory Walkthrough</li></ul>	March 15 <u>OR</u> March 22; 1pm, 2023  Plymouth Town Hall, Assembly  Room , 80 Main Street, Terryville,  Ct. 06786.
<ul style="list-style-type: none"><li>• Interviews, top three Proposals.</li></ul>	March 28 to April 7, 2023
<ul style="list-style-type: none"><li>• Selection of Final RFQ AIA Proposal</li></ul>	April 12 to April 21, 2023
<ul style="list-style-type: none"><li>• One Year Contract Negotiated and Signed</li></ul>	April 24 2023 to April 24, 2024

Please note the Mayor, at his sole discretion, has the discretion to amend the schedule. All meetings may be subject to COVID public meetings executive orders.

## **[III.] Architectural Qualifications/Services – RFQ Professional Qualifications**

**Interested architects must submit a cover letter, resume, and related documents with the following information:**

1. A Resume of the professional information must include an address, telephone number, contact information, website, etc.
2. Education. Minimal required Education to have in good standing a licensed AIA.
3. The RFQ responder **MUST** have a valid CT. AIA license and shall submit a copy thereof.

4. MBE or WBE owned business with valid documentation encouraged to apply.
5. Examples of ADA renovation projects completed; with an emphasis of ADA projects.
6. List of three professional and personal references relating to the housing and community development renovation projects, with an emphasis of ADA projects.
7. List and briefly explain successful Experience & Examples of completed projects working on ADA Projects.
8. Has the responding professional/company or individual[s] therein ever been suspended, or disbarred, or disciplined from any local, state, or federal governmental agency or entity? If yes please explain in detail. Failure to provide this background material the Mayor may terminate the Contract at their own discretion. Please note one minor violation does not exclude anyone; it depends on the severity, frequencies, and related topics.
9. Has the firm or any individual in your organization ever been placed on the Office of Inspector General (OIG) Exclusion listing, state DAS or DOH exclusion listing, or other type of governmental exclusion listing anywhere in the USA? If yes please explain in detail. Please note one minor violation does not exclude anyone; it depends on the severity, frequencies, and related topics.
10. Typical Fee Structures/Hourly Rates and Fee Proposal for will be negotiated. And the Bid Sheet needs to be filled out and signed.
11. All Bids must be sealed and signed and delivered on time. Bids will be publicly opened and read aloud in the Mayor's Conference Room or the adjacent Assembly Room in the Plymouth Town Hall, 1<sup>st</sup> floor, 80 Main Street, Terryville, Ct. 06786.

12. If awarded this AIA RFQ the AIA must assure all permits are properly submitted and in force.

**IV.] Architectural Qualifications/Services - RFQ Scope of Work**

- Prepare AIA ADA drawings and specifications for the male and female bathrooms on the first and second floors of the Plymouth Town Hall. CT. Also produce the same to build a ADA ramp to gain access to the Town Council staging area in the bottom floor Community Room' where Public Meetings and Monthly Meetings are frequently held.
- AIA supervision of all construction/renovation related activities.
- Represent the Mayor and Town to attend various meetings and conferences with STEAP funding and related organizational entities.
- Write and prepare as the AIA for the related paperwork throughout the grant including Interim Status Reports, Close-Out documents, and related state, local, and possibly federal required Reports.
- Coordinate with the Mayor and other Town officials' architects, and other professionals to complete all required grant or ADA Plans paperwork. Examples but not limited to: ADA, structural, etc.
- Assist in procurement, selection, and cooperation process for licensed General Contractor bidding or construction cost estimation necessary for the financing application.
- Discrimination is not acceptable. AIA firm attests it does not and will not discriminate regarding against race, gender, age, disabilities, political views.

- The most current American Disabilities Act and its Rules and regulations and addendums shall be the primary law and rules and regulations the AIA company shall use throughout the renovations. The AIA shall comply with all local, state, and federal laws, rules, and regulations.
- This RFQ and the AIA response will be a legally valid Attachment of the final contract.

Grant Administrator Consultant for the Town of Plymouth:

Vinnie Klimas, Grant Administrator      3/3/2023  
Vinnie Klimas, Grant Administrator Consultant      date

**REQUIRED AIA 2023 BID SHEET**

**IN RESPONSE TO THE TOWN OF PLYMOUTH'S CT.**

**"REQUEST FOR ARCHITECTUAL QUALIFICATIONS"**

1. Name of AIA Company \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Email address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
4. Years of general architectural experience: \_\_\_\_\_
5. Number of ADA projects \_\_\_\_\_
6. Past or present ADA Projects.

Date	Town	Brief Description of ADA Renovations	\$ COST

7. References.

No.	Reference Name	Type of Professional	Cell Phone
A.		Professional	
B.		Professional	
C.		Personal	

8. Describe AIA company's staff patterns. If the assigned AIA becomes incapacitated what AIA backup do you have. Please explain.

9. Insurances In-hand (name, type, costs, Etc.). If selected Certificates will be required to be submitted before signing final contract.

10. Work availability and authorizations.

Date Available to Begin Work \_\_\_\_\_ Date to End Work \_\_\_\_\_

Hourly Rate for AIA: \_\_\_\_\_ Total Cost of BID \_\_\_\_\_

AIA Authorized Signature:

\_\_\_\_\_  
Printed Name and (date)

\_\_\_\_\_  
Notarized AIA Authorized Signature Name

(date)

BIDDERS: Please use the follow page to add any information or comments you would like to present.

**Legal Notice - Town of Plymouth**

**Request for AIA Qualifications**

**ADA Architectural Qualifications/Services**

The Mayor's Office, Joseph T. Kilduff, is seeking licensed architectural professionals to submit their architectural services and qualifications for a licensed Architect for ADA Primary project to prepare architectural drawings and specifications and to supervise the general contractor for American Disabilities Act (ADA) renovations to the Plymouth Town Hall. Funded by the Ct. Dept. of Economic and Community Development STEAP funds and Town funds. The overall scope of the Town Hall ADA renovation project is to renovate existing first and second floor 50-year-old out-of-date male and female bathrooms; into, up-dated 2023 ADA compliant first and second floor bathrooms; also, to design and supervise construction of a finished ADA ramp project to the staging area of the Town Hall community room.

Must have at least 3 years of professional architectural ADA drawing and specification and ADA project management over site general contractor construction activities. Send AIA Resume and related AIA qualification documents delineating your architectural qualifications regarding ADA renovations for public buildings. Must have current valid CT. "Licensed Architect." Must have in-depth ADA renovation experience. Must satisfactorily pass a background check. Successful contract/agreement will be negotiated.

Request **RFQ AIA, ADA Town Hall Bid Package** from, Vinnie Klimas, Grant Administrator Consultant, Plymouth Town Hall, Mayor's Office, 80 East Main Street, Terryville, Ct. 06786 Telephone (860) 585-4001. EOE employer. MBE, WMBE, are encouraged to apply. **RFQ sealed BID Submission deadline by March 27, 2023, by 12 noon, Plymouth Town Hall, Mayor's Office, 80 Main Street, Terryville, CT. 06786.**