

**REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGEMENT SERVICES**

Old Lyme Phoebe Griffin Noyes Library Renewal Project

November 13, 2018

Katie Huffman, Director, Old Lyme Phoebe Griffin Noyes Library
2 Library Lane
Old Lyme, CT 06371

SECTION I: GENERAL INFORMATION

A. Purpose

The Old Lyme Phoebe Griffin Noyes Library Association, Inc. "Owner", is seeking to engage the services of a construction management firm for the renovation of the Old Lyme Phoebe Griffin Noyes Library located at 2 Library Lane. The Owner must comply with procuring professional services in conformance with related State of Connecticut laws and regulations. This Request for Qualifications is seeking construction management teams with experience in renovation and construction related libraries in Connecticut to provide construction management services for the Project. This Request for Qualifications is sometimes referred to herein as "RFQ."

B. Project Information

The building changes will occur within the current building footprint. While addressing necessary maintenance needs, we will reallocate space to better meet the needs of today's patrons and those of the future. The plans include the following improvements:

- Updated meeting room with easy-to-use technology
- New small conference room for meetings of 6-8 people
- Three additional small study/tutor/meeting rooms
- Dedicated storytime and craft space within the Children's Room
- New Young Adult room
- Lighter, more open space, including seating overlooking Lyme Street, and more clearly defined collections
- New patio overlooking Lyme Street and new garden for reading, conversation, and special events
- Single service desk for improved customer service
- Larger technology space with room for new services
- Improved storage for special collections
- Nine additional parking spaces, along with more conveniently located handicap parking

2. Construction Budget:

The Construction Budget is approx. \$2.2 million, which includes CM Fee, GC Bond and insurance cost.

3. Approximate Design and Construction Schedule:

Design Phase: October 1, 2018 – June 30, 2019

Construction Phase: Bid July & August 2019

Construction September 1, 2019 – May 1, 2020

C. Scope of Work

Construction Management services will include, but may not necessarily be limited to, the following:

Pre-Construction/ Phase

- Preparation of cost estimates for the Project
- Analysis of constructability, materials and methods
- Attend all project meetings including job meetings

- Development of Bid Packages
- Development of bidders list and bidding schedules
- Assistance in the review and recommendation of bids received
- Review project labor requirements and availability for project, develop labor strategy and advise the Building Committee
- Develop a detailed project schedule including construction milestones

Construction Phase

- Maintenance of certified payrolls, files of all job related correspondence, including but not limited to shop drawings, approvals, meeting minutes, change orders
- Administration, management, scheduling and related services to coordinate the Construction of the project
- Schedule and coordinate weekly job-site meetings involving all contractors on the project
- Attendance at administrative meetings
- Receive, review and recommend for payment applications for payments submitted by contractors and vendors
- Evaluation of claims and changes in the work from contractors, including initial evaluation of claim and preparation of written response complete with suggested action
- Completion of punch list and management of all items until work is completed to the satisfaction of the owner
- Monitor and report status of budget, schedule, submittals, changes in the work and maintain logs of all
- Maintain full-time supervision on site.
- Review shop drawings and submittals prior to architectural review
- Initiate, present and defend all contracts and requests for change orders and purchase orders

Post-Construction

- Coordinate all closeouts and commissioning activities
- Prepare and/or assist for review, approval and signature paperwork required by the Connecticut State Library Board to include project close-out for final Library Grant reimbursement

SECTION II: RFQ PROCESS

A. Overview

- Issuance of this Request for Qualifications from responsible construction managers focusing on the experience on relevant projects;
- A down-selection process resulting in no more than four finalists; and
- Selection of a “short list” to participate in a Request for Proposal process.

B. Instructions To Respondents

1. Logistics; Contents

Each respondent must submit a complete package by 9:00 AM EDT December 11, 2018 to:

Katie Huffman, Director
2 Library Lane
Old Lyme, CT 06371

Each respondent's RFQ package must include a single package or envelope clearly marked as above, and contain:

- Ten hard copies of the respondent's RFQ package individually bound.
- One electronic version of the respondent's RFQ package in PDF format on a USB drive. Other file formats or forms of electronic media will not be accepted.

2. Mandatory Submission Requirements:

The response must be structured in the order given below, with each section not to exceed the maximum number of pages given, if indicated. Each section must be addressed and the Owner's selection committee reserves the right to reject responses which do not follow the format given.

- Executive Summary: Briefly describe the respondent, the approach to the Project, the staffing available and envisioned for use on the Project, and the capability of the respondent to operate to the given schedule while providing the services required (1 page).
- History of the Respondent: Give an overview of the history of the respondent with emphasis upon recent projects of a similar nature. Highlight significant projects, accomplishments, and awards, as well as alliances or partnerships with contractors, professionals, and owners (2 pages).
- Synopsis of the Respondent: Describe the respondent's organization. Specify the personnel and equipment available for assignment to the project. Supply resumes of principal personnel who will work on this engagement as an appendix. Indicate contact person and telephone and fax numbers.
- Approach to Project: Describe, in whatever manner the respondent deems appropriate, the respondent's approach to the Project. (2 pages).
- Past Projects & References: Provide a listing of all similar projects undertaken (whether completed or not) within the last five (5) years. Provide a list of contacts complete with phone and fax numbers for representative projects listed (as required).

3. Questions and Answers about RFQ

It is the responsibility of the respondent to inquire about additional information or clarification as to any aspect of this RFQ by submitting questions. Questions will be received until six (6) calendar days after release of this RFQ, and questions and answers will be emailed to all prospective respondents within ten (10) calendar days after release of this RFQ. All respondents are obligated to become familiar with all questions and answers, and to submit their responses accordingly. Questions should be directed in

writing to **Katie Huffman at khuffman@oldlymelibrary.org** with the subject line, ***Building Project Questions***.

4. Property of Owner

Any information or materials submitted as a response to this RFQ shall become the property of the Owner and will not be returned. All submitted materials will be available for public review, except to the extent an exemption from the Connecticut Freedom of Information Act ("FOIA") applies. While not binding upon the Owner or the State of Connecticut, each respondent must note any claimed FOIA exemption for any portion of its response to this RFQ and other submittals to the Owner.

SECTION III: SELECTION PROCESS

The Owner, through its Building Committee, will evaluate the responses in accordance with the criteria in this section. Selection will be made after an evaluation of the respondent's submission.

A. Selection Criteria

The Owner will evaluate the Qualifications submitted by each respondent to determine the degree to which it demonstrates the ability of the respondent to perform the requested services. Without limitation, the evaluation will be based on the following criteria:

1. Written and electronic submissions conforming to the requirements set forth in Section II of this RFQ;
2. Firm must have at least one executive of the firm dedicated to the oversight of the construction management of the Project;
3. Qualifications of the team, particularly each member's experience with library construction in Connecticut;
4. The Project will be subject to the requirements of the State of Connecticut Library Grant Program. Candidates shall demonstrate project experience working with and extensive knowledge of this agency and their requirements.
5. The respondent must demonstrate successful experience with completed library projects.
6. List of References.

B. Process

The Owner shall evaluate the submissions, conduct interviews as necessary and ultimately select not more than four finalists to participate in a Request for Proposal process.

SECTION IV: GENERAL TERMS AND CONDITIONS

A. Acceptance or Rejection by the Owner - The Owner reserves the right to accept and/or reject any or all Qualifications submitted for consideration, if doing so serves the best interests of the Owner. Respondents whose Qualifications are not accepted will be notified in writing.

B. Rights Reserved - The Owner reserves the right to reject any and all Qualifications in whole or in part, or to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Owner or the project will be served by doing so.