

TOWN OF STAFFORD  
REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL/ENGINEERING DESIGN SERVICES  
FOR THE  
ACCESSIBILITY IMPROVEMENTS TO WARREN MEMORIAL TOWN HALL

PROJECT DESCRIPTION

The Town of Stafford is seeking proposals from qualified architectural/engineering firms to prepare construction documents and associated construction bidding and monitoring activities for accessibility improvements to the Warren Memorial Town Hall in Stafford Springs, Connecticut. A grant application will be submitted to the State of Connecticut Department of Housing due in early-April 2020. Construction drawings and specifications will be required at the time of application. If funded, the project will continue to construction completion.

The potential project will include, but may not be limited to the construction of a handicap ramp to enter the building with associated parking lot renovations, public bathroom modifications, installation of an elevator (if possible) and signage.

SCOPE OF SERVICES

1. Meet with Town of Stafford staff, or their designee to discuss the project requirements.
2. Prepare 90% drawings, specifications and cost estimate for the rehabilitation project before March 25, 2020 to be submitted with the grant application.
3. If funded, meet with Town and consultant staff, revise construction documents and specifications, if necessary and assist the Town with project bidding.
4. Submit plans required to obtain a necessary building permit.
5. Review bids and recommend contractor.
6. Monitor construction activities including shop drawings, change orders, payment authorization, construction review and construction close-out.

All plans and specifications must be consistent with the State DOH's guidelines.

#### SCHEDULE

It is anticipated that the selected firm will begin immediately. Ninety percent (90%) drawings, specifications and cost estimate will be due no later than March 25, 2020 and if awarded, final construction documents will be due within one (1) month of restart.

#### QUALIFICATIONS

The Qualification package should contain a letter of intent, the firm's qualifications and related experience, available manpower with resumes of the key personnel expected to be assigned to the project. A cost proposal should also be included, but in a labeled and sealed envelope. The Town of Stafford may develop a short list of architectural firms to interview. The firm will be selected based on a combination of qualifications and expertise. The Town of Stafford reserves the right to reject any or all proposals, in whole or in part, or to waive any informality in the proposals received if it deems it to be in the best interest of the Town to do so.

The Town of Stafford is an equal opportunity employer. Small, minority-owned, women-owned and economically disadvantaged businesses are encouraged to apply.

Five copies of the proposal should be submitted to Mary Mitta, First Selectman, Town of Stafford, Warren Memorial Town Hall, 1 Main Street, Stafford Springs, CT 06076, by 2:00 p.m. on Thursday, February 13, 2020. Questions regarding the RFP should be directed to Mary Mitta, First Selectman at 860-684-1777 or [staffordtownhall@staffordct.org](mailto:staffordtownhall@staffordct.org).

# Stafford, Connecticut



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Image capture: Sep 2018 © 2020 Google



Street View



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RFQ REVIEW

Name of Firm: \_\_\_\_\_

CRITERIA	SCORE	WEIGHT	TOTAL
Experience, expertise and qualifications of firm		3	
Accessibility project experience – similar projects		4	
Knowledge of HUD, and CDBG requirements		4	
Responsiveness to scope of work		3	
Participation of WBE/MBE/Section 3 Business		1	

Score:

1 – Poor

2 – Fair

3 – Average

4 – Good

5 - Exceptional