

REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGEMENT AT RISK SERVICES FOR  
FLANDERS ELEMENTARY SCHOOL, NIANTIC CENTER SCHOOL AND LILLIE B. HAYNES ELEMENTARY  
SCHOOL  
EAST LYME PUBLIC SCHOOLS  
165 Boston Post Road, P.O. Box 220  
East Lyme, CT 06333-0176

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**CONTENTS**

- I. Invitation to Submit Qualifications (Legal Notice)
- II. Project Description
- III. Scope of Work
- IV. Time Line of the RFQ Process
- V. Submission of Qualifications Statements
- VI. Method of Selection/Criteria for Award
- VII. Additional Information
- VIII. General Terms and Conditions
- IX. Duties, Responsibilities and Limitations of Authority
- X. Insurance Requirements
- XI. Non-Collusive/Non-Conflict Affidavit (to be submitted with statement of qualifications)

Attachments – A133-2009 CM Agreement, as modified and A201-2007 General Conditions, as modified.

**I. LEGAL NOTICE**

**EAST LYME PUBLIC SCHOOLS  
REQUEST FOR QUALIFICATIONS FOR**

**CONSTRUCTION MANAGEMENT AT RISK SERVICES FOR  
FLANDERS ELEMENTARY SCHOOL, NIAN TIC CENTER SCHOOL AND LILLIE B. HAYNES ELEMENTARY  
SCHOOL**

Through this Request for Qualifications (“RFQ”) the East Lyme Public Schools (“Owner”) is seeking to engage a Construction Manager at Risk to provide pre-construction services (in coordination with the Architect), cost estimating, trade contract bidding/negotiation, and construction phase services for alterations and renovations to three schools in the East Lyme School District. The three school sites are the Flanders Elementary School, Niantic Center School, and Lillie B. Haynes Elementary School (the “Project”). Copies of the complete Request for Qualifications package will be available on June 5, 2017 on the East Lyme Public Schools district website.

Respondents are required to submit twelve (12) double-sided copies and one electronic copy of a sealed Statement of Qualifications no later than 3pm on June 16, 2017 at the East Lyme Board of Education Central Office, 165 Boston Post Road, East Lyme, CT 06333, and marked “East Lyme Schools At Risk Construction Management Services.” Statements of Qualifications received after that date and time will be rejected.

Procurement and selection of the Construction Manager at Risk shall be in accordance with the requirements of Conn. Gen. Stat. §10-287. From the Statements of Qualifications received, the Owner will select no more than four (4) most responsible and qualified proposers. The proposers selected will be invited to submit a fee and cost proposal and be invited to an interview. The Owner shall then select a Construction Manager based on the totality of the qualifications, cost, and which selection the Owner deems to be in its best interest.

The Owner reserves the right to reject any or all Statements of Qualifications, or waive defects in same, if it deems such to be in its best interest. Questions regarding this Request for Qualifications should be directed to Jeanne LeBlanc, by email at [Jeanne.LeBlanc@elpsk12.org](mailto:Jeanne.LeBlanc@elpsk12.org) with a copy to the Town Building Committee Chair, Raymond O’Connor, at [rocllc@msn.com](mailto:rocllc@msn.com)

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained or referenced in this RFQ must be made to Jeanne LeBlanc, by email at [Jeanne.LeBlanc@elpsk12.org](mailto:Jeanne.LeBlanc@elpsk12.org), with a copy to the Town Building Committee Chair, Raymond O’Connor, at [rocllc@msn.com](mailto:rocllc@msn.com) on or before June 12 at 3pm. No phone calls will be accepted.

## II. PROJECT DESCRIPTIONS

The preliminary Project Scope for the Lillie B. Haynes Elementary School is as defined on the attached Site Plan dated November 10, 2016 and Floor Plan dated January 9, 2017. The Construction Costs, including CM Fees, Contingency, Cost Escalation, Bonds and Insurance is \$11,880,585.

The preliminary Project Scope for Flanders Elementary School is as defined on the attached Floor Plan dated January 9, 2017. The Construction Costs, including CM Fees, Contingency, Cost Escalation, Bonds and Insurance is \$9,572,066.

The preliminary Project Scope for Niantic Center Elementary School is as defined on the attached Floor Plan dated January 9, 2017. The Construction Costs, including CM Fees, Contingency, Cost Escalation, Bonds and Insurance is \$8,244,383.

The East Lyme Public Schools maintains three elementary schools; Niantic Center Elementary School, Lillie B. Haynes Elementary School and Flanders Elementary School. Each school building has existed for more than half a century and each requires significant facilities upgrades and modifications to adequately provide the education experiences to our Pre-K to 4<sup>th</sup> grade students. Research has concluded that school facilities have a measurable impact on the achievement of students. Modernizing our elementary schools will go a long way toward providing a secure, handicapped accessible, clean and healthy environment for our students to learn. The following three sections detail the rationale and description for the alterations to each of the three elementary schools. Upon completion of the overall Project, the three schools will be occupied by approximately equal number of students. A goal for the Project is to minimize the impact of student relocation during the Project and to allow smooth transitioning for student re-districting across the three schools.

### **Niantic Center Elementary School**

Niantic Center Elementary School is not Handicapped Accessible and significant renovations are required to provide accessibility. The existing stair handrails are not continuous and in some instances only child height handrails have been provided. The gym, as well as the stage within the gym are not accessible to handicapped staff and students.

The exterior window systems are deteriorated. Most of the windows are single-pane, non-thermal, steel frame units or double-hung wood windows that are in poor condition, and date back to the original construction erected in 1952. The glazing assemblies in the addition completed in 1976 are double pane systems, but do not meet the current standards for thermally efficient windows.

Asbestos is present in locations throughout the building. The building has insufficient mechanical ventilation and independent window mount air conditioning units to compensate for temperature, ventilation and humidity issues. Many classrooms have older carpeting which traps dust, dirt and pollutants.

The envelope of the building also requires attention. The exterior masonry requires significant restoration. Weep holes are below grade or clogged which does not allow for proper drainage of the wall cavity.

Generally, the building interior requires attention. Ceiling tiles, painting classroom casework all need refurbishing. Lighting, wiring, controls, switches and sensors all need upgrading or replacement. Older drinking fountains need to be replaced.

Long Range Education Plan:

The long-range plan for the elementary school facilities in East Lyme, CT is to ensure we have safe and appropriate learning environments for our children. In order to ensure this takes place it is necessary to bring forth general renovations to the building structure that addresses indoor air quality, ADA compliance, improved building security, interior building finishes, electrical, lighting and technology upgrades, and specific site and structural work.

The East Lyme Public Schools plans to continue to utilize Niantic Center School in its current capacity with renovations completed for the next 20 years.

Learning/Educational Activities:

This is a general renovation and alteration of the school building structure. Therefore, there are no learning or educational programmatic changes that will occur.

Enrollment Data and Proposed Project Capacity:

The enrollment of the East Lyme Public Schools has decreased over the past two decades. However, latest projections (see attached NESDEC report) are showing a reversal of that trend. The current enrollment at Niantic Center Elementary School as of October 1, 2016 was 168 students. The recent growth and remaining undeveloped space in the northern more rural areas of the Town suggest that student enrollment will continue to increase over the next 10 to 15 years. That said, there will be a need to equalize the enrollment across all three elementary schools to avoid overcrowding in any one school. At the completion of this building project and the implementation of our redistricting plan and a balance across the schools, we anticipate that Niantic Center Elementary School will have an enrollment of 333 students increasing to 337 by 2027.

General Building Information:

Niantic Center Elementary School, located at 7 West Main Street in Niantic was built in 1952. An addition and alterations were completed in 1976 replacing a portion of the original school which was demolished while adding new space to the total footprint.

The initial 1952 building was constructed with a total of 16,843 square feet, with an addition in 1976 for a total building area of 48,318 square feet.

### Need for General Alterations:

Due to the date of construction, the school needs significant general alterations as follows:

- Air Quality is of concern. New air conditioning in classrooms with fresh air make-up, VRF with heat recovery is needed.
- ADA Compliance requires new toilet room finishes & fixtures with handicapped accessibility reconfiguration.
- Security and protection of Staff and Students
  - School main entry reconfiguration to enhance security
  - Exterior doors need replacement
  - New security system needs to be installed
  - UPS system for the PA system
- Interior Building Finishes
  - Replacement of all suspended ceilings
  - New paint and flooring for entire school
  - Hazardous material abatement
  - Replace drinking fountains
  - Replace all classroom casework
  - New classroom furniture
  - Refurbish front entry
- Electrical, Lighting & Technology
  - Upgrade electrical service
  - Replace all light fixtures
  - Replace all light controls, switches, OCC sensors, day-lighting controls
  - Upgrade Wi-Fi for entire school
  - New Laptop Carts
- Site Work
  - Repave the existing parking lots and drives
  - Remove and replace with new 10,000 gallon underground oil tank
  - Enhance front entry landscaping
  - New parking lot lighting
  - New front entry canopy
- Mechanical and Exterior Alterations
  - Exterior Masonry Restorations
  - Window Replacement for entire building
  - Replace one boiler
- Other Alterations
  - New gym flooring
  - Replace 2 basketball backboards & add 4 new side backboards
  - New wall pads below stage
  - Portable handicapped lift to stage
  - One stair incline platform lift

Community Uses:

The entire building is dedicated to student use during school hours. During non-school hours the building is utilized for before/after school programs and services. It is also utilized by the town's recreation department and many community groups such as cub scouts, girl scouts, and theater groups.

**Lillie B. Haynes Elementary School**

The Lillie B. Haynes Elementary School was relocated to the site of the East Lyme Junior High school with alterations completed in 2002. The original windows are old non-thermal, inefficient units that produce a great amount of heat loss. The caulking around the perimeter of the windows is dried, cracked and failing allowing wind and rain to enter the facility.

Many of the plumbing fixtures are either original or replaced in the original size and position, and are therefore not appropriate heights for elementary school children.

Asbestos is present in locations throughout the building.

The building has some mechanical ventilation; however ventilation and heating and cooling issues are substantial during the summer program occupancy.

Generally, the building interior requires attention. Ceiling tiles, painting classroom casework all need refurbishing. Lighting, wiring, controls, switches and sensors all need upgrading or replacement. Older drinking fountains need to be replaced.

Site reconfiguration of the front of building for new bus and parent drop-off needs to be completed. Repaving the existing parking areas is required.

Old Junior High School locker rooms need to be built out into classrooms.

The original second gym is currently used as classrooms and needs to be restored as a gym.

One of the boilers is in poor condition and needs to be replaced.

Long Range Education Plan:

The long-range plan for the elementary school facilities in East Lyme, CT is to ensure we have safe and appropriate learning environments for our children. In order to ensure this takes place it is necessary to bring forth general renovations to the building structure that addresses indoor air quality, ADA compliance, improved building security, interior building finishes, electrical, lighting and technology upgrades, and specific site and structural work.

The East Lyme Public Schools plans to continue to utilize Lillie B. Haynes School in its current capacity with renovations completed for the next 20 years.

### Learning/Educational Activities:

This is a general renovation and alteration of the school building structure. Therefore, there are no learning or educational programmatic changes that will occur.

### Enrollment Data and Proposed Project Capacity:

The enrollment of the East Lyme Public Schools has decreased over the past two decades. However, latest projections (see attached NESDEC report) are showing a reversal of that trend. The current enrollment at Lillie B. Haynes School as of October 1, 2016 was 307 students. The recent growth and remaining undeveloped space in the northern more rural areas of the Town suggest that student enrollment will continue to increase over the next 10 to 15 years. That said, there will be a need to equalize the enrollment across all three elementary schools to avoid overcrowding in any one school. At the completion of this building project and the implementation of our redistricting plan and a balance across the schools, we anticipate that Lillie B. Haynes School will have an enrollment of 333 students increasing to 337 by 2027.

### General Building Information:

Lillie B. Haynes Elementary School, located at 29 Society Road, in Niantic was built in 1957 as the original Junior High School. An addition and alteration was completed in 1972 adding substantially more square footage to the school. In 2002 the school was internally altered when it was converted from the Junior High school to an Elementary School. The initial 1957 building was constructed with a total of 58,024 square feet, with an addition in 1972 for a total building area of 86,601 square feet.

### Need for General Alterations:

Due to the date of construction, the school needs significant general alterations as follows:

- Air Quality is of concern. New air conditioning in classrooms with fresh air make-up, VRF with heat recovery is needed.
- ADA Compliance requires new toilet room finishes & fixtures with handicapped accessibility reconfiguration.
- Security and protection of Staff and Students
  - School main entry reconfiguration to enhance security
  - Exterior doors need replacement
  - New security system needs to be installed
  - UPS system for the PA system
- Interior Building Finishes
  - Replacement of all suspended ceilings
  - New paint and flooring for entire school
  - Hazardous material abatement

- Replace drinking fountains
- Replace all classroom casework
- New classroom furniture
- Refurbish front entry
- Electrical, Lighting & Technology
  - Upgrade electrical service
  - Replace all light fixtures
  - Replace all light controls, switches, OCC sensors, day-lighting controls
  - Upgrade Wi-Fi for entire school
  - New Laptop Carts
- Site Work
  - Site reconfiguration at front of building for new bus and parent drop-off
  - Repave the existing north & south parking areas, no concrete curbs or sidewalks
  - Replace sanitary line on site
  - Add a lining to the waste lines within building footprint
  - New front entry canopy
- Mechanical and Interior Alterations
  - Replace boiler
  - Replace corridor lockers with 450 new single tier 18"x12"x60" lockers
  - Re-establish second gym without bleachers
  - Build-out old locker rooms to classrooms

Community Uses:

The entire building is dedicated to student use during school hours. During non-school hours the building is utilized for before/after school programs and services. It is also utilized by the town's recreation department and many community groups such as cub scouts, girl scouts, and theater groups.

**Flanders Elementary School**

Flanders Elementary School is not Handicapped Accessible and significant renovations are required to provide accessibility. Some doors in the original building are too narrow and are not code compliant. The thresholds at the 1976 bathrooms and locker rooms by the gymnasium are too steep and are not code compliant.

Some exterior door and window systems are deteriorated. Asbestos is present in locations throughout the building. The building lacks sufficient window mount air conditioning units to compensate for temperature, ventilation and humidity issues.

The roofs covering the entire building as well as the adjacent flashing, and drains are in poor condition and needs replacement.



The windows in the original 1964 construction consist of aluminum-framed non-insulated single-pane units. The doors are painted hollow-core non-insulated steel with single pane side lites and transoms. The 1976 addition contains single hung aluminum-framed double-pane aluminum windows. The caulking around the perimeter is old, dried and cracked allowing wind and rain into the facility. The window type, combined with the failed caulking, permits a great amount of heat loss from the building.

Spalling and movement of the exterior brick and mortar at the original 1964 building is occurring at various locations. The most visible areas are along the south wall of the Cafeteria/Multi-Purpose room.

Generally, the building interior requires attention. Ceiling tiles, painting classroom casework all need refurbishing. Lighting, wiring, controls, switches and sensors all need upgrading or replacement. Older drinking fountains need to be replaced.

#### Long Range Education Plan:

The long-range plan for the elementary school facilities in East Lyme, CT is to ensure we have safe and appropriate learning environments for our children. In order to ensure this takes place it is necessary to bring forth general renovations to the building structure that addresses indoor air quality, ADA compliance, improved building security, interior building finishes, electrical, lighting and technology upgrades, and specific site and structural work.

The East Lyme Public Schools plans to continue to utilize Flanders Elementary School in its current capacity with renovations completed for the next 20 years.

#### Learning/Educational Activities:

This is a general renovation and alteration of the school building structure. Therefore, there are no learning or educational programmatic changes that will occur.

#### Enrollment Data and Proposed Project Capacity:

The enrollment of the East Lyme Public Schools has decreased over the past two decades. However, latest projections (see attached NESDEC report) are showing a reversal of that trend. The current enrollment at Flanders Elementary School as of October 1, 2016 was 364 students. The recent growth and remaining undeveloped space in the northern more rural areas of the Town suggest that student enrollment will continue to increase over the next 10 to 15 years. That said, there will be a need to equalize the enrollment across all three elementary schools to avoid overcrowding in any one school. At the completion of this building project and the implementation of our redistricting plan and a balance across the schools, we anticipate that Flanders Elementary School will have an enrollment of 333 students increasing to 337 by 2027.

### General Building Information:

Flanders Elementary School, located at 167 Boston Post Road in East Lyme was built in 1964. Two additions were completed in 1976, providing additional classroom space and a gymnasium.

The initial 1964 building was constructed with a total of 30,140 square feet, with an addition in 1976 for a total building area of 56,676 square feet.

### Need for General Alterations:

Due to the date of construction, the school needs significant general alterations as follows:

- Air Quality is of concern. New air conditioning in classrooms with fresh air make-up, VRF with heat recovery is needed.
- ADA Compliance requires new toilet room finishes & fixtures with handicapped accessibility reconfiguration.
- Security and protection of Staff and Students
  - School main entry reconfiguration to enhance security
  - Exterior doors need replacement
  - New security system needs to be installed
  - UPS system for the PA system
- Interior Building Finishes
  - Replacement of all suspended ceilings
  - New paint and flooring for entire school
  - Hazardous material abatement
  - Replace drinking fountains
  - Replace all classroom casework
  - New classroom furniture
  - Refurbish front entry
- Electrical, Lighting & Technology
  - Upgrade electrical service
  - Replace all light fixtures
  - Replace all light controls, switches, OCC sensors, day-lighting controls
  - Upgrade Wi-Fi for entire school
  - New Laptop Carts
- Site Work
  - Enhance front entry landscaping
  - Remove and replace with new 12,000 gallon underground oil tank
  - New front entry canopy
- Mechanical, Interior and Exterior Alterations
  - Replace roofing on entire building
  - Expand main office area
  - Replace all single pane windows
  - Electrostatic paint on all existing lockers
  - Hazardous material abatement in basement crawl space

- Provide concrete mud slab in basement crawl space
- Replace toilet room exhausts systems
- Replace corridor wall partitions in 3<sup>rd</sup> & 4<sup>th</sup> grade wings
- Replace movable partitions between classrooms in 3<sup>rd</sup> & 4<sup>th</sup> grade wings
- Other Alterations
  - Replace window blinds in cafeteria
  - Replace wall pads in gym

Community Uses:

The entire building is dedicated to student use during school hours. During non-school hours the building is utilized for before/after school programs and services. It is also utilized by the town’s recreation department and many community groups such as cub scouts, girl scouts, and theater groups.

**III. SCOPE**

The scope of Work for the Project shall be as described in the Contract Documents, in this RFQ, and shall be further defined at the time of solicitation for fee proposals. The Owner has retained the services of Jacunski Humes Architects. LLC (the “Architect”) and its team of consultants to provide program evaluation and full-service architectural, interior design and engineering services in relation to the Project. Respondents shall work with the Architect in all aspects of the design and construction of the Project, including, but not limited to, scheduling, budgeting, financial controls and reporting, value engineering, and the evaluation and award of trade contracts, and management of the construction phase and be able to demonstrate an ability to do so. All work shall be done consistent with all applicable federal, state and local statutes, regulations and ordinances, and the CM-Owner Agreement (the “Contract”). In general, the work expected by the Owner shall be in accordance with the provisions of this RFQ and the Contract and divided into three (3) phases and shall generally include, but shall not be limited to, the following:

**A. Design and Pre-Construction Services:**

Coordinate existing condition survey of the Project;

Prepare constructability analysis of design documents;

Develop project master milestone schedule including specific schedules for each elementary school;

Develop logistics plan for construction during time periods when school is in-session and when school is not in-session;

Develop contractor screening processes for on-site work while school in in-session.

Analyze and reconcile existing construction budget;

Update and analyze estimates to reflect ongoing design development;

Identify potential value enhancement solutions for team consideration ;

Assist with analysis and study of building sustainability strategies;

Review design specifications for consistency with design intent and budget;

Coordinate and assist with permitting as required;

Develop site specific safety and logistics and phasing plans; and

The Construction Manager as part of its preconstruction phase services shall provide assistance to the Owner as required by the State of Connecticut Office of School Construction Grants and Review. Such assistance includes, but is not limited to, attendance at meetings, preparation and submission of estimates, forms, descriptions, changes in the Work, and the like, all of which may be necessary and required in order to enable the Owner to be reimbursed for all or part of the Work from the State of Connecticut.

**B. Procurement Services:**

Develop overall bid package strategy and maximize bidder interest in coordination with Architect;

Develop and prepare bid package documents for issuance;

Advertise bid packages for the Project, provide access to documents, and distribute bid packages;

Conduct pre-bid conferences;

Receive and analyze bids in conjunction with the Owner and Architect, conduct scope review meetings and present formal recommendation for contract awards to the Owner;

Finalize and award contracts as approved by the Owner; and

Enter into trade contracts with the selected contractor for each bid package and maintain complete records of bid packages and trade contracts.

**C. Construction Services:**

Conduct pre-mobilization meetings with trade contractors including procedures for assuring contractor suitability (vetting) for on-site work while school is in-session;

Review/approve trade contractor site specific safety planning and loss control plans;

Develop and maintain final Critical Path Method ("CPM") schedule and report monthly to the Owner;

Implement auditable Project cost reporting and control systems;

Conduct weekly Project team meeting and document minutes;

Record all daily job site activities;

Conduct reviews and maintain tracking for approval of submittals and shop drawings;

Manage and coordinate daily activities of trade contractors;

Provide cost control processes including: subcontractor payment reviews, change order verification and project cost projections;

Maintain formal quality control and quality assurance program;

Mitigate, negotiate and resolve potential claims;

Update and communicate site specific logistics and safety plans;

Conduct on-going onsite formal safety training;

Administer trade contracts including insurance and bonding requirements;

Provide regular progress and budget reports to the Owner; and

Coordinate and assemble electronic library of all post Project completion closeout activities and documents including, but not limited to, building systems, guarantees, manuals and commissioning results, as-built documentation, warranties and special reports.

**D. Other General Requirements**

Consultation with all applicable offices, agents, boards, employees and elected and appointed officials of the Owner or the East Lyme town government or State of Connecticut as required and directed by the Owner.

Work with the Architect and the Owner to develop sustainable, energy efficient value-added concepts and value engineering prior to the completion of construction documents.

Ensure design is compatible with any existing facility and site construction constraints and functions.

The Construction Manager as part of its preconstruction phase services shall provide assistance to the Owner as required by the State of Connecticut Office of School Construction Grants and Review. Such assistance includes, but is not limited to, attendance at meetings, preparation and submission of estimates, forms, descriptions, changes in the Work, and the like, all of which may be necessary and required in order to enable the Owner to be reimbursed for all or part of the Work from the State of Connecticut.

#### **IV. TIMELINE OF THE RFQ PROCESS**

The following timeline has been tentatively established:

Legal Notification of RFQ Release: June 5, 2017

Statements of Qualifications Due: June 16, 2017 by 3pm

Notification of Invitation to the four (4) selected proposers to submit a Fee and Cost Proposal: June 26, 2017

Fee and Cost Proposal Responses Due: July 13, 2017

Interviews of Selected Firms: July 18, 2017

Selection of Construction Manager: July 24, 2017

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained or referenced in this RFQ must be made to Jeanne LeBlanc, by email at [Jeanne.LeBlanc@elpsk12.org](mailto:Jeanne.LeBlanc@elpsk12.org) on or before June 12, 2017 at 3pm. No phone calls will be accepted.

#### **V. SUBMISSION OF QUALIFICATION STATEMENTS**

**General Requirements:** Qualification response packages shall provide a straightforward, concise description of the Construction Manager's ("CM") ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Project. Twelve (12) double sided copies plus one electronic copy of responses to this RFQ shall be submitted. The submission shall include a "Table of Contents", clearly tabbed for each part of the requirements listed below. A letter of interest providing a brief background of the CM, the CM's interest in the Project, and how the CM satisfies the Qualification Criteria listed in Section VI. A cover letter should introduce the submission.

Respondents' submissions shall include tabbed sections as follows:

**1. Company Information** - The CM shall provide a brief summary of its company, including the following information:

Name of company and parent company, if any;

Any prior name(s) by which the CM was known and the years during which such name(s) was used ;

Name(s) of any subsidiary or other company owned or controlled by the CM;

Names, titles, reporting relationships, and background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the Owner;

Identify company's primary areas of service;

Address of principal office and office from which the Project will be managed;

Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Owner;

Legal form of ownership. If a corporation, where incorporated; and

Years engaged in construction management services under its present name.

**2. Relevant Experience and References** – Provide a description of the company and company history. Provide descriptions of at least three (3) similar projects for which the CM has provided similar services (i.e., similar to the subject Project) in the past 10 years, along with references and contact name(s) from whom the Owner may seek candid references and information. (Include any experience (projects) in which multiple schools are renovated simultaneously.) The description of each project should include pertinent information such as the project type, size, and scope of work performed and any pertinent features, as well as Owner and Architect/Engineer contact information for each such project. Also include information regarding the CM's qualifications with respect to the Review Criteria listed in Section VI of this RFQ. The Respondent must be able to demonstrate its ability to properly manage the construction of a project of the size and complexity of this Project. Finally, present the experience of Key Personnel (see Requirement #4) that the CM intends to assign to the project.

**IMPORTANT:** The Key Personnel the CM intends to assign to the Project in response to this RFQ must be the personnel actually assigned to the Project for the duration of the Work unless such persons cease to be employed by the CM or the Owner agrees in writing to replacement personnel. A significant factor in the selection of the CM will be the personnel assigned to the Project.

In addition to the three (3) similar projects noted above, please list all projects completed by your firm over the past five (5) years. The Owner reserves the right to seek references or other information from the owner, architect or engineer of each project.

**3. Team Format** – Provide details on any services that will not be provided by the CM’s in-house staff. If consultants are to be proposed for use in response to this RFQ, please provide names of any and all consultants; named consultants may not be changed without prior notice and approval of the substitution by the Owner. Provide details on any prior work with the named consultant(s), and references from at least three (3) similar projects within the last ten (10) years.

**4. Experience of Key Personnel** - Provide a list of the Key Personnel to be assigned to the Project (including consultants, if applicable), and a full description of the work they will perform. The location of the office to be used by the Key Personnel listed shall be indicated. Resumes of the Key Personnel (including consultants) who will be directly involved in the Project shall be included. Said resumes shall state at a minimum:

Current job title, responsibilities, and type of work performed, and time at current firm;

Educational background, academic degrees, professional associations;

Experience on projects similar to that described in this RFQ, including the specific role (e.g., Project Manager, Superintendent, Project Engineer, Assistant Project Manager, Project Executive, etc.) occupied by said individuals on each project listed.

At least three (3) references (Owner/Architect/Engineer) and contact information on past projects managed by the Key Personnel for each of the Key Personnel proposed

**5. Technical Competence** – Provide information on prior projects that demonstrate the Respondent’s ability to adhere to Project schedule and budget, and provide information that is representative of the change orders that have been attributed to the Respondent on past projects. Provide data from the three reference projects, your firm’s Key Employees on those projects, change orders (by source), original scheduled performance period and milestones, and actual performance period and milestones. To the extent the schedule or milestones were adjusted, please explain the circumstances surrounding such adjustment.

**6. Quality Management** - Provide a synopsis of the CM’s quality management plan with regard to approach, safety, procedures, scheduling, cost and coordination of trade contractors.

**7. Sustainable Design** - CM’s overall knowledge of sustainable design and any accreditation possessed by the CM or its Key Personnel.

**8. Knowledge of Projects in East Lyme** - Provide any information on the completion of prior projects in the Town of East Lyme, if any, as well as the proposed Key Personnel’s experience with projects in East Lyme.



**9. Project Approach and Methodology** - Provide a description of the proposed technical approach to the Project, including the identification of any unusual circumstances, logistical obstacles, or anticipated problems and proposed solutions. The information will be used by the Owner to assess the CM's understanding of the Project and its methodology. The Request for Proposals will provide an opportunity to expand on this subject.

**10. Default and Litigation** – (a) Have you ever failed to complete any project or portion of a project awarded to you? (b) Have you ever been declared to be in default on a contract? If so, when, by whom, where and why? (c) Describe any pending litigation or arbitration proceedings in which your firm may be involved, including the nature and amount of any claims against you or advanced by you, the status of the proceeding and if concluded, the outcome.

**11. Workload Statement** – Provide details on your current and future workload and ability to provide this Project the attention it requires between now and scheduled completion date.

**12. Additional Information** - Please provide any other information that you believe would be important and pertinent to the Owner.

**13. Affirmative Action** - Please provide a certification that the Respondent complies with all affirmative action requirements required by law. Include the firm's affirmative action statement.

## **VI. METHOD OF SELECTION/CRITERIA FOR AWARD**

Procurement and selection of the Construction Manager at Risk shall be in accordance with the requirements of Conn. Gen. Stat. §10-287. From the Statements of Qualifications received, the Owner will select no more than four (4) most responsible and qualified proposers. The proposers selected will be invited to submit a fee and cost proposal and be invited to an interview. The Owner shall then select a Construction Manager based on the totality of the qualifications and cost, which selection the Owner deems to be in its best interest.

A. The Respondents will be evaluated on their qualifications by the Owner using the following criteria:

1. Compliance with submission requirements;
2. The Respondent must meet or exceed the insurance and bonding requirements set forth in the Contract;
3. The Respondent and its intended Key Personnel must have successfully completed a minimum of three similar projects in the State of Connecticut in the past ten (10) years;

4. The Respondent must demonstrate prior experience with occupied school facility construction, including renovating an existing facility and simultaneous renovations of multiple school facilities;
5. Experience providing oversight during the pre-construction phases and coordinating with multiple agencies, architects, engineers, commissioning agents and trade contractors;
6. Past successful record of performance on public school construction contracts with respect to such factors as schedule, cost control, work quality and cooperation with the client;
7. The Respondent must demonstrate experience with sustainable and renewable energy initiatives;
8. The Respondent must demonstrate a proven track record of completing projects within budget, minimizing change orders, minimizing claims and working cooperatively with all members of the construction team;
9. The Respondent must be prequalified to perform this Project in accordance with the applicable laws of the State of Connecticut and must submit with this RFQ an updated and current prequalification statement;
10. The Respondent must demonstrate its ability to comply with minority utilization requirements applicable to the Project as required by the State of Connecticut; and
11. The Respondent must demonstrate its ability to successfully work with the State of Connecticut Office of School Construction Grants and Review.

B. The Town will develop a short list of no more than four (4) CM firms that will receive a Request for Fee Proposal (“RFP”). All selected CM firms will then be notified in writing and scheduled for an interview at which time the selected CM firms will be required to present an oral presentation not to exceed 45 minutes. The presentation will be followed by a 15 minute question and answer session led by the owner. The selected CM firms will be requested to provide a detailed fee proposal including detailed work plans, schedules, billing information, proposed reimbursable rates for personnel, and a general conditions proposal in accordance with the timeline stated in this RFQ.

C. In the RFP response and interview, a Project work plan shall state the tasks to be completed, as well as a description of how the Project is anticipated to be scheduled. The plan should include a timeline for completion of each stage/step of the process and an indication of the delivery dates for each deliverable. The Owner will ultimately determine the actual timing and sequence of events resulting from this RFQ. Assumptions with respect to the support that will be expected from the Owner or Architect shall be clearly identified. This schedule may be adjusted or altered in accordance with the best interest of the Owner.

D. The Town will select a CM for final negotiations of the price and cost terms. Once selected, the CM agrees to execute the Contract and General Conditions included in the RFQ without modification or alteration. Firm's unwilling to execute the Contract and General Conditions without modification should not respond to the RFQ.

E. The award of the Contract for the construction management services shall be made, if at all, to the Respondent whose evaluation by the Owner results in an award that the Owner deems to be in its best interests. The Owner reserves the right to reject any or all of the RFQ responses, or parts thereof, and/or to waive any informality in any of the RFQ or RFP responses resulting from this RFQ if such rejection or waiver is deemed in the best interest of the Owner. Neither the Owner nor any of its respective officers, directors, employees, affiliated entities or authorized agents shall be liable for any claims or damages resulting from the evaluation, selection, non-selection or rejection of any proposal submitted in response to this RFQ.

## **VII. ADDITIONAL INFORMATION**

The Project will be carried out by the Owner in consultation with internal and external personnel and/or consultants, as well as any boards/commissions/committees/subcommittees that may also be assigned to assist with the Project.

## **VIII. GENERAL TERMS AND CONDITIONS**

All Respondents must be willing to adhere to the terms and conditions of this RFQ including the following, and must positively state their acceptance and compliance with them in their response to this RFQ.

**1. Acceptance or Rejection by the Owner**– The Owner reserves the right to accept and/or reject any or all qualification statements submitted for consideration to serve the best interests of the Owner. Respondents whose qualification statements are not accepted will be notified in writing.

**2. Ownership of Documents** – All qualification statements submitted in response to this RFQ are to be the sole property of the Owner.

**3. Ownership of Subsequent Work Products** – Any work product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the Owner unless stated otherwise in the RFQ or Contract.

**4. Timing and Sequence** – Timing and sequence of events resulting from this RFQ will ultimately be determined by the Owner.

**5. Oral Agreements/interpretations** – The Owner will not be responsible for any alleged oral agreement or arrangement or interpretation made by a Respondent with any agent or employee of the Owner. Such agreements, arrangements or interpretations shall be null and void and have no legal effect.

6. **Amending or Canceling Requests** – The Owner reserves the right to amend or cancel this RFQ prior to the due date and time, if it is in the best interest of the Owner to do so.
7. **Rejection for Default or Misrepresentation** – The Owner reserves the right to reject the proposal of any Respondent that is in default of any prior contract or for misrepresentation.
8. **Town’s Clerical Errors in Awards** – The Owner reserves the right to correct inaccurate awards resulting from its clerical error.
9. **Rejection of Qualification Statements** - Qualification statements are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.
10. **Changes to Qualification Statements** - No additions or changes to the original qualification statement will be allowed after submittal.
11. **Contract Requirements** – If awarded, a formal agreement will be entered into with the selected Respondent in the form attached to this RFQ, as previously described. The contents of the proposal submitted by the successful Respondent and the RFQ will become part of any contract award.
12. **Rights reserved to the Owner** – The Owner reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Owner will be served.
13. **Assigning, Transferring of Agreement** – The successful Respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of any agreement resulting from this RFQ, its rights, title or interest therein or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the Owner.
14. **Cost of Preparing Qualification/Proposal Statements** – The Owner shall not be responsible for any expenses incurred by any responding firm in preparing and submitting a qualification statement. All qualification statements shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

**IX. DUTIES, RESPONSIBILITIES AND LIMITATIONS OF AUTHORITY OF THE CM FIRM:**

The CM that enters the subject agreement with the Owner shall be responsible to the Owner for the services to be provided hereunder. The CM shall act on behalf of the Owner, but only to the extent provided in the Contract to which the Owner is a party. The CM shall confer with the Owner at intervals and on occasions as appropriate to the various stages of the Project. The duties and responsibilities of the CM shall be as outlined in Section II above and as detailed in the Contract.

**X. INSURANCE AND BONDING REQUIREMENTS**

The Respondent shall be responsible for maintaining insurance coverage in force for the duration of the Project and after completion of the kinds and amounts set forth in the Contract and General Conditions with an insurance company with an AM Best Rating of A-,VIII or better, licensed to write such insurance in the State of Connecticut and acceptable to the Owner. The CM shall also provide 100% performance and labor and materials payment bonds for 100% of the guaranteed maximum price as adjusted. Bonds shall be provided by sureties licensed to conduct surety business in the State of Connecticut and rated at least A- by A.M. Best. The Owner as well as other entities specified in the Contract and General Conditions shall be additional insures in accordance with the terms set forth in the Contract and General Conditions.

NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS FOR  
CONSTRUCTION MANAGEMENT AT RISK SERVICES FOR  
FLANDERS ELEMENTARY SCHOOL, NIANTIC CENTER SCHOOL AND LILLIE B. HAYNES ELEMENTARY  
SCHOOL  
EAST LYME PUBLIC SCHOOLS  
165 Boston Post Road, P.O. Box 220  
East Lyme, CT 06333-0176

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The undersigned Respondent, having fully informed themselves regarding the accuracy of the statements made herein, certifies that:

1. the statement of qualifications has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other respondent designed to limit independent responses or competition, and
2. if the undersigned is one of the Construction Management teams selected to be interviewed and to submit a written fee proposal, the contents of such proposal will not be communicated by the Respondent and its employees or agents to any person not an employee or agent of the respondent prior to submission to the Owner;
3. no Selectman, or any officer or other employee or person whose salary is payable in whole or in part by the Town of East Lyme or the East Lyme Public Schools, nor any immediate family member thereof, is directly or indirectly interested in the RFQ or RFP or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

The undersigned further certifies that this statement is executed for the purpose of inducing the East Lyme Public Schools to consider the statement of qualifications submitted herein.

State of Connecticut

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Legal Name of Respondent: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title of Person

\_\_\_\_\_ My Commission Expires \_\_\_\_\_

Notary Public Date