



# CREC

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Excellence in Education

## REQUEST FOR QUALIFICATIONS/PROPOSAL

for  
Architectural Services  
for

Greater Hartford Arts Academy Middle School  
241-0103 MAG/N/PS

Issue date: July 16, 2014

Pre-proposal meeting: July 21, 2014 at 2:00 pm EST

Written Responses Due: August 15, 2014 at 2:00 pm EST

Capitol Region Education Council  
CREC Construction Services  
147 Charter Oak Avenue  
Hartford, CT 06106

QUESTIONS: Should be directed to Robert Saunders, in writing via e-mail [rsaunders@crec.org](mailto:rsaunders@crec.org). No questions will be accepted after August 8, 2014, 12:00 p.m.

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## I. INVITATION TO SUBMIT

The Capitol Region Education Council (CREC) will be accepting qualifications / proposals from architectural firms to provide services for the preparation of design plans and construction documents for an 183,000 (+/-) square foot (grade 9 to 12) high school.

Submittals should be addressed to:

Robert Saunders  
Senior Project Manager  
CREC Construction Services  
147 Charter Oak Avenue  
Hartford, CT 06106

All Qualifications shall be delivered by the time and date on the cover. Any late submissions shall be rejected.

The documents included as part of this RFQ/RFP are as follows:

1. Request for Qualifications
2. Educational Specifications
3. Draft form of AIA B101-2007

## II. PROJECT DESCRIPTION

The purpose of these projects is to meet education related space requirements per the educational specifications and general guidelines given in this document. It is the desire of CREC to construct state of the art educational facilities that provide an environment that is conducive to a higher level of learning and expression of the magnet theme.

Estimated costs required for these projects are as follows:

Project Costs	\$ 74,614,104
Construction Costs	\$ 50,158,086
Furniture, Fixtures and Equipment	\$ 4,700,000

CREC's Construction Division is issuing this RFQ / Proposal with the intent to hire qualified Architectural firms that will provide a high level of service required for the mentioned projects.

Phasing of the projects is yet to be determined, however it is anticipated that the format below with some variation depending on location and site for each of the schools will be followed.

- Construction
- Furniture, Fixtures and Equipment

The project schedule is tentatively outlined as follows:

- Design and local/State approvals September 2014 – February 2016
- Dept. of Const. Services approval March 2016 – June 2016
- Bidding and award July 2016 – August 2016
- Construction September 2016 – March 2018
- Furniture, fixtures and equipment April 2018 – June 2018
- Close-out April 2018 – March 2019

Please note that location for the school has not been finalized. However, proposals should assume that the site has the following characteristics:

- The site will be an established mixed use in the greater Hartford area
- Utilities include power, public water, sewer, gas and a possible central plant
- Adaptive re-use possibly in an historic structure
- Proposal should include all required services for a complete project.

### **III. INSTRUCTIONS TO BIDDERS**

There will be a pre-proposal meeting on July 23, 2014 at 1:00 pm EST at CREC located at 111 Charter Oak Avenue, Hartford, CT 06106.

### **IV. SCOPE OF SERVICES**

The goal is to construct a facility which will qualify for LEED Silver equivalency under the new LEED 2009 for Schools, New Construction and Major Renovations Rating System concentrating on reducing operational costs. The respondent will be required to develop all designs, specifications, modeling, analyses, and other associated documentation necessary to qualify for the LEED Silver equivalency emphasizing reducing operational cost, regardless of whether the owner decides to register the project with the U.S. Green Building Council.

Architectural services will include:

- Meeting with CREC staff to determine requirements and explain alternatives and concepts (unlimited).
- Identifying and evaluating alternatives and recommending to the education staff alternatives that satisfy educational program requirements and comply with all applicable codes.
- Development of schematic drawings and descriptions of the work necessary to communicate the scope and intent of the work to the CREC Building Committee, it's Council, and Committees, as necessary. Design team should be prepared to prepare multiple building designs for the initial CREC review. Presentation materials will include floor plans, elevations, perspectives and site plans.
- Issue Schematic Design drawings along with an independent professional estimate for verification of budget and program.

- Issue Design Development drawings along with an independent professional estimate for verification of budget and program.
- Construction documents, complete and ready for bidding for each of the phases that are within the budget (independent cost estimate) determined at the DD phase.
- Design of a comprehensive building security system.
- Design of alternative energy systems with direct operational cost savings (ie. geo-thermal, photo voltaic systems)
- Design and the management of the FF&E process. Including but not limited to design, preparation of design and bid documents, manage the PCT process, bidding of FF&E, analysis of bid results, recommendations to Owner, ordering, scheduling of deliveries, oversight of installation, approval of payments, punchlist management, etc.
- Bidding and construction administration services.
- The proposal shall include in the submitted fee proposal the cost of all disciplines required to design and administer all phases of work necessary to provide complete and usable facilities, including, but not limited to:
  - Multiple preliminary designs, as necessary (once final site is selected)
  - Mechanical and electrical engineering
  - Fire protection engineering
  - Structural engineering
  - Civil engineering
  - Geotechnical services
  - Landscape
  - Interior design
  - As-designed record drawings
  - As-constructed record drawings
  - Coordination of owner's consultants, as necessary
  - Furnishings, fixtures, and equipment design, bidding, administration
  - Telecommunications/data design
  - Security design
  - Food service design consultant
  - Full surveying services
  - Special inspections
  - Detailed professional cost estimates (for schematic design, design development, and construction document phases)
  - Acoustical consultant
  - Traffic report
  - Any other specialty consultants necessary to provide a complete and usable facility.
  - Insurance limits as described in the RFQ/RFP.
  - Unlimited color renderings, 3d and other presentation materials

### **Project Deliverables**

Drawings, specifications, and any associated technical data (calculations, suggested manufacturers' products, photographs, etc.) complete and ready for bidding.

The consultant shall be expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the Architect's office, Town or CREC offices, on site, or elsewhere.

## V. TIMELINE OF THE RFQ/RFP PROCESS

The following timeline will be followed:

RFQ/RFP available electronically	July 14, 2014
Pre-proposal meeting	July 21, 2014 at 2:00pm EST
Proposals due	August 15, 2014 at 2:00pm EST
Review of Submissions	August 18, 2014 – August 29, 2014
Firm selection	Month of September 2014

## VI. WRITTEN PROPOSAL

Firms are required to submit four (4) copies of their qualifications and one (1) copy of their fee in a separate sealed envelope, to the Capitol Region Education Council, Attention: David Fresk, 147 Charter Oak Avenue, Hartford, CT 06106.

### **The submission must be organized with the following sections:**

- I. **Minimum Requirements** – This section will determine if a proposer will proceed further in the selection process (see Section VII Selection).
  - A. In this section the proposer will include a completely filled in Exhibit “E”.  
Note: please refer to the minimum requirements in Exhibit “C” for the particular minimum requirements for each project.
  - B. Copy of the firms Connecticut Architects License.
  - C. Original signed Insurance Document (see section X)
  - D. Signed acknowledgement of the firms acceptance of the contract terms (Exhibit G) as identified in Section VI paragraph “Contract” (see exhibit H for the Contract).
  - E. Signed acknowledgement of the firms’ acceptance of holding their fee for 120 days as indicated in Exhibit F.Absence of any of the above minimum requirements will deem the proposal non-compliant. The fee proposal will be returned unopened.
2. **Cover Letter (no more than one page)** – Indicate your firm’s commitment to the project and how it will meet or exceed expectations. Specifically, describe how your firm will maintain consistent leadership throughout the design and construction of the project and will meet the requirements set forth in this RFQ/RFP with regards to budget and schedule.
3. **Project Team / Organization / Experience (no more than three pages not including resumes or consultant information)** – Indicate how your firm will

staff this project and provide the resumes for each member (no more than one page for each team member) of the team that will be assigned to this project. Indicate what each team member's role and responsibility will be for this project. Describe each team member's experience with public school construction in Connecticut. Indicate each member's time commitment to this project. It is a requirement of this submission that the assigned staff remain involved from design to completion of construction. Your response must include all consultants (1 page for each consultant) you intend to hire for this project including but not limited to civil, landscaping, structural, mechanical, and electrical, technology, security, etc. and your experience with each. Describe the role your consultants will have in the programming phase of this project. It is CREC's Intention to encourage MBE / WBE participation in its projects. As such, design teams are required to have a minimum of fifteen percent (15%) of the contract value to be performed by a State of Connecticut or City of Hartford certified MBE or WBE (certification may be in progress at the time of RFQ/P submittal).

4. **Programming Phase (no more than one page)** – In this section explain how your firm will work with CREC to authenticate the program. Demonstrate how your leadership and experience will manage this process effectively so the design schedule is maintained. An important project requirement is that a principal of the architectural firm be actively involved in this building project. Architectural firms must demonstrate experience, within the last ten years, of designing work within the size, scope and schedule of the proposed project.
5. **Schedule (no more than one page)** – In this section demonstrate your firm's approach to scheduling the tasks necessary to deliver a final set of documents for bidding. Describe your firm's knowledge and experience with the State of Connecticut Department of Education's Bureau of School Facilities process, particularly the required PREP, PCT and Change Order process. Indicate your knowledge and understanding of the approval process and how the leadership provided by your firm will ensure that deadlines will be met. Demonstrate how your firm will meet the design schedule and deadlines provided in this RFQ/RFP for the project(s) you are proposing for.
6. **SD/DD/CD (no more than one page)** - In this section demonstrate how your firm will successfully manage the phases of design to ensure the project is designed within the construction budget indicated in the Educational Specifications. The design and construction of the project must be within the approved budget. It will be the architect's responsibility and goal to maintain the design within budget from the beginning of the design process to avoid a significant value engineering effort during the design development and/or construction document phases.
7. **Change Orders (no more than one page)** – Provide information regarding your approach to the change order process and your firm's experience on previous school building projects. Describe the process that your firm will use to minimize the number of change orders and how it expects to manage the process effectively.

- 8. Operational Cost Reduction (no more than two pages)** – Describe how your firm will design the building to minimize future operational costs. Provide examples in which materials, systems, designs you propose were used on other projects designed by your firm and what the estimated and or actual cost savings of the proposed design was. If a proposal of yours was not implemented in a design explain where your idea originated from and what the estimated operational cost savings of the proposal.
- 9. Building Information Modeling (BIM)(no more than one page)** – Provide information of your firms experience with BIM, how long has the firm utilized the technology, list of projects that your firm has used this technology and how does your firm coordinate/share information with the construction manager.
- 10. Contract** – The successful respondent will be required to execute the attached contract B101 2007 as amended by the State of Connecticut Department of Education’s Bureau of School Facilities and CREC. In addition to the B101 2007 contract the successful firm will be expected to comply with CGS Sec. 10-290e Services agreements Requirements Prohibitions (see Exhibit A). By submitting a proposal, a respondent agrees to all the terms and conditions of the attached contract. A respondent may not take exception to the agreement. Any changes or amendments to that contract form will be at the sole discretion of CREC without adjustment to price.

**Fee Proposal –To be submitted in separate sealed envelope.**

## **VII. SELECTION**

Selection will made after an evaluation of the firms proposal, on the basis of the criteria identified above and the proven ability of the respondent to meet the requirements of the RFQ/RFP.

Selection criteria:

1. Written submissions conforming to the requirements set forth in Section VI of this RFQ/RFP;
2. Firms must be a licensed architectural firm in the State of Connecticut;
3. Firms must meet the minimum requirements of the projects they are proposing for. Minimum requirements for the particular schools are identified in Exhibit C of this document.
4. Firm must have at least one principal of the firm dedicated to the oversight of the design and construction administration of the project;
5. Qualifications of the design team, including, without limitation, such member’s experience with public school construction in Connecticut;
6. Qualifications and experience of consultants intended to be hired by submitting firm (civil, structural, mechanical, electrical, etc.) for services being



provided to the project and the submitting firms experience with each consultant.

7. Experience planning/designing and managing construction of sustainable facilities.
8. Experience planning/designing:
  - a. High Schools
  - b. Elementary/Middle Schools
  - c. Other facilities with related design aspects of the themed schools.
9. Reference's, may or may not be limited to those the firm submits.

Neither CREC nor any of their respective officers, directors, employees or authorized agents shall be liable for any claims or damages resulting from the selection, non-selection or rejection of any proposal submitted in response to this RFQ/RFP.

### **Selection Process**

Selection will proceed in a four step process consistent with State of Connecticut Special Bill No. 402.

**Step One:** Submitted Qualifications Statements will be reviewed for adherence to the minimum requirements. If all of the minimum requirements are satisfied the qualification package will be reviewed and graded. If the minimum qualifications are not met then your fee proposal will be returned unopened.

**Step Two:** Submitted Qualifications Statements will be reviewed and evaluated against Section VI of this RFQ/P and scored appropriately.

**Step Three:** The Fee's will be opened, evaluated, and incorporated into the qualification score.

**Step Four:** A firm will be selected to interview out of a pool of not more than four (4) qualified respondents. Should the firm interviewed not satisfy CREC's requirements then another firm will be selected out of the original pool of not more than four. The process will be continued until CREC has been satisfied with their selection.

CREC reserves their rights to modify the above process should CREC consider it to serve the best interests of the project and or maintain consistency with State of Connecticut Special Bill No. 402.

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

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal hereby accepts and will comply with them in their response to this RFQ/RFP.

1. **Acceptance or Rejection by CREC**– CREC reserves the right to accept and/or reject any or all responses submitted for consideration to serve the best interests of CREC. Respondents whose proposals are not accepted will be notified in writing.
2. **Ownership of Documents** – All qualification statements submitted in response to this RFQ/RFP are to be the sole property of CREC and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ/RFP is to be the sole property of CREC unless stated otherwise in the RFQ/RFP or contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFQ/RFP will ultimately be determined by CREC.
5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
6. **Amending or Canceling Requests** – CREC reserves the right to amend or cancel this RFQ/RFP prior to the due date and time, if it is in the best interest of CREC to do so.
7. **Rejection for Default or Misrepresentation** – CREC reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. **Clerical Errors in Awards** – CREC reserves the right to correct inaccurate awards resulting from its clerical errors
9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ/RFP.
10. **Changes to Submissions**– No additions or changes to the original RFQ/RFP will be allowed after submittal.
11. **Contract Requirements** – A formal agreement will be entered into with the firm selected as described in this RFQ/RFP. The contents of the response submitted by the successful respondent and the RFQ/RFP will become part of any contract award.
12. **Rights Reserved to CREC**– CREC reserves the right to award in part, to reject any and all responses, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of CREC will be served.

**13. Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFQ/RFP confers no right of withdrawal after the time fixed for the acceptance of the submission.

**14. Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by CREC.

**15. Cost of Preparing RFQ** – CREC shall not be responsible for any expenses incurred by the organization in preparing and submitting a RFQ/RFP. A RFQ/RFP shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

**16. Definition of Terms** – For the purpose of this RFQ/RFP, whenever the word “respondent” appears, it shall refer to “Architect” and whenever the word “Architect” appears, it shall refer to “respondent.”

## **IX. EQUAL OPPORTUNITY EMPLOYMENT**

### **Sec. 7-3 Contract Provisions Required Pertaining to Equal Opportunity in Employment**

- A. Every Contract made by or on behalf of CREC for the design, construction, lease, alteration or repair of any public building or public work, or for the purchase, manufacture, sale or distribution of materials, equipment or supplies shall contain provisions providing for equal opportunity in employment.
- B. The Human Relations Director, who is CREC’s Affirmative Action Officer, shall have the authority to enforce this ordinance.
- C. Every contract for the construction, alteration or repair of any public building or public work shall contain the following provisions approved by the Human Relations Director:
  - I. The architectural firm agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, mental retardation or physical disability, including but not limited to blindness, unless it is shown by such contractor that such disability prevents performance of work involved, in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town in which the project is located. The architectural firm also agrees to provide CREC’s Affirmative Action Officer with such information that he/she may request concerning the employment practices and procedures of the Firm as related to the provisions of this section.

2. The aforesaid provision shall include, but not be limited to, the following: advertising, recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment, selection for apprenticeship, selection or retention of subcontractors, or in the procurement of materials, equipment or services.
3. Nothing herein is intended to relieve any contractor from compliance with all applicable federal, state and municipal legislation or provision concerning equal employment opportunity, affirmative action, non-discrimination and related subjects during the term of its contract on this project.

## **X. INSURANCE REQUIREMENTS**

### **Indemnity Clause**

In connection with a Magnet School project, a successful Bidder shall be required to indemnify CREC under the applicable Contract in accordance with Section 3.18 of the General Conditions of the Contract.

### **CREC's Insurance Requirements**

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any CREC facility. Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as "A-VII" or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, CREC.

All subcontractors are subject to the same requirements. It the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

CREC also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) or ISO Endorsement CG 20 26 (or equivalent), and ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "All CREC locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming CREC as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide CREC with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by CREC.

The amounts of insurance available to CREC as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies or the amounts specified below, whichever is greater. Coverage provided under

excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to CREC.

The proper name for the entity to be named as additional insured is: “Capitol Region Education Council, and/or related or affiliated entities.”

Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, plus copies of any required additional insured endorsements. Certificates should be sent to: **Capitol Region Education Council**, Brian Greenleaf, 147 Charter Oak Ave., Hartford, CT 06106-1912. Tel.: (860) 509-3727, Email: [bgreenleaf@crec.org](mailto:bgreenleaf@crec.org)

Current insurance certificates must be furnished to CREC at all times. Replacement certificates must be furnished ten (10) days *prior to the expiration or replacement* of referenced policies.

CREC reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

	<b>Independent Contractor (Major projects or engagements)</b>
<b>Commercial General Liability</b>	<p>\$1,000,000 per occurrence/  \$2,000,000 aggregate bodily injury/property damage  \$1,000,000 Personal and Advertising Injury  \$2,000,000 Products-Completed operations aggregate</p> <p>The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> <li>• liability from premises and operations.</li> <li>• liability from products or completed operations.</li> <li>• liability from actions of independent contractors.</li> <li>• liability assumed by contract.</li> </ul>
<b>Conditions</b>	<p>All coverage provided to CREC under this section must be primary and non-contributory with any other insurance available to CREC. CREC must be specifically named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent acceptable to CREC. CREC must <i>also</i> be named as “additional insured” for Products/Completed Operations on your CGL policy with form CG 20 37 or equivalent acceptable to CREC.</p> <p>Any Aggregate limit must apply per job/project.</p> <p>Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
<b>Automobile Liability</b>	<p>\$1,000,000 each accident  \$2,000,000 aggregate  for bodily injury/property damage, including hired owned &amp; non-owned vehicles.</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
<b>Umbrella Liability</b>	<p>\$5,000,000</p> <p>Limits must be excess over underlying limits described above. All coverage provided to CREC under this section must be at least as broad as that found in the underlying policies, and must be primary and non-contributory with any other insurance available to CREC.</p>
<b>Workers' Compensation</b>	<p>Liability meeting statutory limits mandated by the state and Federal laws with minimum limits of:</p> <p>\$500,000 each accident for bodily injury by accident  \$500,000 each employee for bodily injury by disease  \$500,000 policy limit for bodily injury by disease</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>

<b>Employers Liability</b>	\$500,000 each accident Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
<b>Professional Liability</b>	\$2,000,000 per occurrence/ \$5,000,000 aggregate. Maximum deductible \$100,000. Extended reporting period for (6) years following termination of this agreement.

## Exhibit A

**Sec. 10-290e. Services agreements, Requirements, Prohibitions.** (a) Any town or regional school district that enters into a services agreement with a consultant to render independent architectural services for a project receiving state assistance pursuant to this chapter may, where necessary or desired, provide the consultant with instructions, guidance and directions in connection with the consultant's performance of such services. The consultant shall provide all labor, materials, supplies, tools, equipment and other facilities and necessary appurtenances or property for or incidental to such services requested by the town or regional school district to complete the school building project. As part of the services agreement, the consultant shall agree to perform such services as an independent contractor and in a good and workmanlike manner, consistent with: (1) Instructions, guidance and directions provided by the town or regional school district to the consultant; (2) the terms and conditions of the services agreement; (3) the highest prevailing applicable professional or industry standards; (4) sound architectural practices; and (5) any applicable laws, rules, regulations, ordinances, codes, orders and permits of all federal, state and local governmental bodies, agencies, authorities and courts having jurisdiction. Such services agreement shall not limit the liability of the consultant for errors and omissions related to the performance of the services.

(b) The architectural firm, vendor or organization shall not use, publish, distribute, sell or divulge any information obtained from any town or regional school district through a services agreement for the consultant's own purposes or for the benefit of any person, firm, corporation or other entity without the prior, written consent of the town or regional school district that contracted for the services. Any reports or other work product prepared by the consultant while performing services under the services agreement shall be owned solely and exclusively by the town or regional school district that contracted for such services and the Department of Education and cannot be used by the consultant for any purpose beyond the scope of the services agreement without the prior written consent of the town or regional school district. Any information designated by the town or regional school district in accordance with applicable law as confidential shall not be disclosed to any third parties without the prior written consent of the town or regional school district that contracted for such services.

(c) For the purposes of subsections (a) and (b) of this section, "services agreement" means a written agreement between a consultant and a town or regional school district for the provision of independent architectural services for the purpose of a school building project for which the town or district is receiving state assistance pursuant to this chapter.

(d) Any town or regional school district that fails to adhere to the provisions of this section for a project for which the town or district receives state assistance pursuant to this chapter shall be assessed a ten per cent reduction in the amount of its grant approved pursuant to this chapter upon completion of an audit pursuant to section 10-287.



**EXHIBIT B  
ARCHITECT AND OWNER RESPONSIBILITY MATRIX**

In order to assist architectural firms in their response to the RFQ/P the following responsibility matrix is included.

**CHART OF ARCHITECT/OWNER RESPONSIBILITY**

<b>SERVICES</b>	<b>RESPONSIBILITY</b>
<b>Land Survey Services</b>	<b>Architect</b>
<b>Geotechnical Services (exploration, design, and CA)</b>	<b>Architect</b>
<b>Environmental Studies and Reports</b>	<b>Owner</b>
<b>Owner-Supplied Data Coordination</b>	<b>Owner</b>
<b>Schedule Development and Monitoring</b>	<b>Owner</b>
<b>Independent Professional Cost Estimating</b>	<b>Architect</b>
<b>Construction Management</b>	<b>Owner</b>
<b>Programming</b>	<b>Owner/Architect</b>
<b>Value Analysis</b>	<b>Owner/Architect</b>
<b>Furniture, Fixtures and related equipment, design</b>	<b>Owner/Architect</b>
<b>Furniture, Fixtures and related equipment, bidding and administration</b>	<b>Architect</b>
<b>Civil Design</b>	<b>Architect</b>
<b>Landscape, Playscape</b>	<b>Architect</b>
<b>Structural Design</b>	<b>Architect</b>
<b>Mechanical Systems Design</b>	<b>Architect</b>
<b>Electrical Systems Design</b>	<b>Architect</b>
<b>Fire Protection System Design</b>	<b>Architect</b>
<b>Interior Design</b>	<b>Architect</b>
<b>Telecommunications/Data/Security Design</b>	<b>Architect</b>
<b>Food Service Consultant</b>	<b>Architect</b>
<b>Acoustical Consultant</b>	<b>Architect</b>
<b>Space Schematics/Flow Diagrams</b>	<b>Architect</b>
<b>Coordination of Owner's Consultants</b>	<b>Architect</b>
<b>On-site Project Representation/Construction Administration</b>	<b>Architect</b>
<b>As Designed Record Drawings</b>	<b>Architect</b>
<b>Record Drawings (as built)</b>	<b>Architect</b>
<b>Building Information Modeling (Design – Const. Admin.)</b>	<b>Architect</b>
<b>Special inspections</b>	<b>Architect</b>
<b>Statement of Special Inspections</b>	<b>Architect</b>
<b>Any other specialty consultants necessary to provide a complete and usable facility</b>	<b>Architect</b>

## **EXHIBIT C**

### **MINIMUM REQUIREMENTS FOR SCHOOL PROJECTS**

The firm or individual(s) that the firm commits to the project for its duration shall have designed two Schools with a budget no less than \$35 million dollars, which was a Connecticut Public School project that received a Certificate of Occupancy in last ten years and was funded by the State of Connecticut Department of Education.

Must have experience converting existing buildings into education facilities.(preferably historic)

## EXHIBIT D

### COST PROPOSAL

Firms must acknowledge that the costs of items listed below are included in their base fee. Acknowledgement to be made by firms' principal architect identified in the response by initialing the service in the column provided. If an item is not initialed it will be considered not included in the base fee therefore CREC will consider the fee proposal non-responsive and the firm will not be consider for the project.

SERVICES	Breakout costs	COSTS INCLUDED Initial
Conceptual design	Included	
Multiple preliminary designs, as necessary (once final site is selected)	Included	
Mechanical and electrical engineering	Included	
Fire protection engineering	Included	
Structural engineering	Included	
Civil engineering	Included	
Geotechnical engineering	Included	
Geotechnical CA (\$20,000 allowance)	Included	
Landscape and field design (including irrigation)	Included	
Interior design	Included	
On-site project representation/ construction administration (minimum 2 days per week)	Included	
As-designed record drawings	Included	
As-constructed record drawings	Included	
Coordination of owner's consultants, as necessary	Included	
Furnishings, fixtures, and equipment design, bidding, administration	Included	
Information technology design	Included	
Security design	Included	
Food service consultant	Included	
Full surveying services	Included	
Special inspections	Included	
Independent professional cost estimates	Included	
Acoustical consultant	Included	
Traffic consultant to modify existing State Traffic Commission certificate (\$30,000 allowance)	Included	
Any other specialty consultants necessary to provide a complete and usable facility.	Included	
Insurance limits as described in the RFQ.	Included	
Wetlands delineation	Included	
Unlimited color renderings and presentation materials	Included	
Redi-check review (\$50,000 allowance)	Included	
Implementation of Redi-check comments prior to releasing documents for bidding	Included	

Structural peer reviews	Included	
Completion and submission of statement of special inspections	Included	
Copying, presentation material, mileage	Included	

Programming/Schematic Design	\$ _____
Design Development	\$ _____
Construction Documents/PCT	\$ _____
Bidding Phase	\$ _____
Construction Administration	\$ _____
FF&E (design, bidding, administration)	\$ _____
Close-out (minimum 4% of total fee)	\$ _____
Audit	\$ _____
Total Fee	\$ _____

\*All costs considered reimbursable should be included in fees above. No reimbursable will be accepted apart from the fee proposal.

Firm: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Exhibit E

**Architectural Firm Name** \_\_\_\_\_

Note: Projects used to satisfy the minimum requirements of the RFQ/P shall be line item No.1 and 2 for the specific project you are submitting on please refer to Exhibit C. Additional projects to satisfy the additional criteria shall be listed in line items No. 3 through 9.

Line No.	Project Title	State of CT Project # (if applicable)	Owner	Owner Point of Contact Name/Phone #	Project Budget	Month/Year Of Occupancy
1						
2						
3						
4						
5						
6						
7						
8						
9						

## EXHIBIT F

Insert Firm Name as a condition of satisfying the minimum requirements of the Capitol Region Education Council Magnet School Request for Qualifications/Proposal will hereby hold their fee (no increase) until December 31, 2014.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

## Exhibit G

Insert Company Name as a condition of satisfying the minimum requirements of the Capitol Region Education Council's Magnet School's Request for Qualifications/Proposal hereby accept the terms and conditions of the contract without exception.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name