

## REQUEST FOR QUALIFICATIONS

### CONSULTANT ARCHITECTURAL SERVICES FOR VARIOUS CITY BUILDINGS FOR THE CITY OF ANSONIA AND BOARD OF EDUCATION, CITY OF ANSONIA, CT

Statements of Qualification for the selection of “on-call” architectural firm(s) (“Consultant”) are being solicited by the City of Ansonia Board of Education (“Department”) to provide Architectural Consulting Services for planning, design, and renovation to school facilities as required by the Department. Services expected to be required, but not limited to, include pre-project planning, estimating, programming, design, bid and construction administration phases of the project delivery process or other services that are beneficial to the Department. The Consultant will render these services to the Department on an as needed basis, with no minimum or maximum amount of services specified or guaranteed. The Consultant shall assign at least one person with significant project planning and management experience to be available as the point of contact for all oversight efforts.

The following information must be included in each submittal of qualifications:

- Background statement consisting of who the firm is, discipline capabilities, principals, staff availability, location, and financial stability.
- A detailed statement including the organizational structure under which the firm proposes to conduct business. The relationship to any “parent” firm or subsidiary firm, with any of the parties concerned, must be clearly defined. In the case of multiple firms, the “firm of record” and the party responsible for coordination shall be identified.
- Qualifications and position with firm(s) of those individuals that represents the knowledge base that the firm will bring to the Department. Include resumes of these personnel.
- Projects completed in the public (preferred) or private sectors that illustrate the firm’s understanding of current codes, sustainability and practicality of the solutions developed for clients.
- Information on sub-consultants your firm routinely uses to provide mechanical/electrical/plumbing (MEP) services.
- The firms responding to this proposal must have or be able to procure the levels of insurance listed in this package. Those firms short listed for interviews must provide proof of the insurance before the interview.
- Concluding statement as to why your firm is best qualified to meet the needs of the Town and why your firm should be selected.
- A complete list of fees as outlined on the last page of this RFQ.

A Selection Committee consisting of Board of Education staff and City will evaluate qualifications. The consultant(s) selected will be chosen based on qualifications. The consultant should also include information on how fees would be developed.

After selection of the consultant(s), they shall enter into a Master Service Agreement with the Ansonia Board of Education. The Ansonia Board of Education will then negotiate a fee for each task assigned.

## SELECTION OF CONSULTANT(S)

A panel of not more than three City of Ansonia, and Board of Education staff will review the qualifications received and select not more than three of the most qualified consultants to be interviewed by the panel. Interviews will be set up with the selected consultants. Each will have 45 minutes, 30 minutes to present to, 10 minutes for questions and answers from the panel, and 5 minutes to set up and break down. The panel will select the most qualified consultant(s).

For questions, please contact Robert Evans, Director of Facilities, at 203-231-1225.

An original and three (3) copies of your qualifications, containing the above requirements, are to be submitted to Robert Evans, Director of Facilities, 42 Grove Street, Ansonia, CT, by March 2, 2018 by 3:00 p.m. Submittal deadline will be strictly enforced.

The City of Ansonia's Board of Education is an equal opportunity/affirmative action employer.

## **CITY OF ANSONIA - INSURANCE REQUIREMENTS**

The Architect, at his expense, will provide, carry and maintain throughout the term of this contract, adequate insurance as requested by the Town that will protect the Architect, the City of Ansonia Board of Education, its officers, employees and volunteers from any and all claims for loss, damage, injury or death which may arise from the operation of this contract by the Architect or anyone directly or indirectly employed by them. Policies shall be so written that the City of Ansonia Board of Education will be notified of cancellation at least thirty (30) days prior to the effective date of such cancellation. Certificates showing that all of the Architect's operations are covered, and stating the coverage with the Town included as an additional insured, the limits of liability, expiration dates and exclusions, if any, will be filed with the City of Ansonia Board of Education before the term of the contract commences.

The Architect shall provide the City with certification by a properly qualified representative of the insurer that the Architect's insurance complies with this section.

All of the insurance policies required shall have the legal company name of the insurer providing coverage, and contain the current rating of the insurer as provided by "Best's Insurance Reports", which must be A-, VII or above. This obligation applies to coverage written on an occurrence as well as a "claims-made" basis.

The Insurance Certificate must state whether coverages are written on an "occurrence" basis or a "claims-made" basis. All insurance must maintain that the City is an "additional insured" for General Liability and Umbrella policies, and any other coverages as the City may require for specific projects. Such insurance must be issued by insurance companies licensed to write such insurance in the State of Connecticut.

The City of Ansonia Board of Education, its officers, officials, employees and volunteers are to be covered as insured with respect to liability arising out of activities performed by or on behalf of the Architect; products and completed operations of the Architect; premises owned, occupied, or used by the Architect. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officers, officials, employees, or volunteers.

The Architect's insurance coverage shall be primary insurance with respect to the City, its officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Architect's insurance and shall not contribute with it.

## **SECTION A. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY**

**Worker's Compensation** must be provided in accordance with the Worker's Compensation Laws of Connecticut. Should the Architect be involved in operations requiring coverage under special State or Federal Acts, such as Maritime or Railroad, the Architect must provide evidence of this coverage. Should the Architect be exempt from the Worker's Compensation Laws of the State of Connecticut, or any other State or Federal requirements, evidence of such exemption must be provided to the City and a "Hold-Harmless" agreement provided in language satisfactory to the City holding it harmless in the event of any claim for injury or damages. Architects based out-of-state must provide evidence that their Worker's Compensation policy will cover injuries/illnesses sustained while working in the State of Connecticut.

The Architect is responsible for ensuring that all of its subcontractors carry Worker's Compensation Insurance, as described above.

**Employer's Liability** must be provided in accordance with the following limits:

\$500,000 each - Bodily Injury  
\$500,000 disease - Policy Limit - Bodily Injury  
\$500,000 disease - Each Employee - Bodily Injury

## **SECTION B. GENERAL LIABILITY**

### **B.1 OCCURRENCE POLICY GUIDELINES**

General Liability - Written under commercial or comprehensive form including the following: (Premises/Operation, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury.)

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|---|-------------|
| ◆ General Aggregate                       | \$2,000,000 |
| ◆ Products/Completed Operations Aggregate | \$2,000,000 |
| ◆ Personal & Adv Injury                   | \$1,000,000 |
| ◆ Each Occurrence                         | \$1,000,000 |
| ◆ Fire Damage (any one fire)              | \$1,000,000 |
| ◆ Medical Expense (any one person)        | \$ 10,000   |
- ◆ Also "follow form" umbrella coverage over General Liability, Employer's Liability and Auto Liability in a minimum amount of \$1,000,000.

The City requires that these aggregate limits be maintained by the Architect as required. It is the responsibility of the Architect or his representative to notify the City if ever or whenever claims reduce the General Aggregate below \$2,000,000. If the aggregate limits include defense costs the City should be so notified. It is the responsibility of the Architect and his insuring agent to provide the City with current certificates throughout the contract period keeping the required limits in full force and effect. The City of Ansonia Board of Education reserves the right to modify or change the requirements at any time if it is in the best interest of the City to do so.

### **B.2 CLAIMS-MADE COVERAGE GUIDELINES**

General Liability - Written under commercial or comprehensive form including the following: (Premises/Operations, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury).

The City requires that the Certificate of Insurance include the retroactive date of the policy. Retroactive dates must be either before or coincident with the Contract's inception.

The Town requires prompt and immediate notice of the following:

1. Erosion of any aggregate limits,
2. Advance of any retroactive dates,
3. Cancellation or non-renewal. Prior 30 day notice.

The City requires that any extended reporting period premium be paid by the named insured. The reporting of possible claims to the City of Ansonia is necessary and the City retains the right to require that the extended reporting period be invoked by the Architect at his/her expense. The City requires that if any excess coverage is secured to meet the requirements that the retroactive dates be concurrent with the primary policy and that the retro dates be either before or coincident with the inception of the Contract. If the retroactive date is moved, or if the policy is canceled or not renewed, the Architect must invoke the tail coverage option, at no expense to the City but rather at the expense of the Architect, in order to adequately assure that the policy meets the above requirements.

**Liability Limits:** Same as those under Section B.1 "Occurrence Policy Guidelines"

### **SECTION C. AUTOMOBILE LIABILITY**

- C. Automobile Liability - coverage for commercial or comprehensive automobile liability (vehicular), covering any auto, all owned autos (private passenger), all owned autos (other than private passenger), hired autos and non-owned autos.
- ◆ Combined Single Limit – Bodily Injury/Prop Damage \$1,000,000
  - ◆ Also “follow form” umbrella coverage over General Liability, Employer’s Liability and Auto Liability in a minimum amount of \$1,000,000.

Insurance under B & C above must provide for a 30-day notice to the City of Ansonia Board of Education of cancellation, non-renewal, termination, or any restrictive amendment.

### **SECTION D. PROFESSIONAL LIABILITY**

- D. The Architect must have professional errors and omissions coverage with a liability limit of \$2,000,000 aggregate. The professional firm must provide proof that these limits are available under the policy depicted in the Certificate of Insurance. The professional is responsible for the payment of any deductible associated with any claim made against this policy. The firm must state whether the coverage is occurrence form or claims made coverage. If the coverage is claims made it is the Architect’s responsibility to assure that the coverage remains in force not only concurrently with the project dates but as per the terms of the contract specifications.

The Certificate(s) of Insurance must be received by the City of Ansonia Board of Education prior to the signing of any contract documents.

Position	Name	Hourly Rate
Principal		
Project Manager		
Project Architect		
Mechanical Engineer		
Electrical Engineer		
Civil Engineer		
Staff Engineer/Designer		
Architect		
Designer		
Draftsman		
Interior Designer		
Structural Engineer		
Construction Administrator		
Land Surveyor		
Survey crew		
Survey Technician		
Clerical		
<b><u>Others (please list):</u></b>		