

**DANBURY CAREER ACADEMY**

**100 RESERVE ROAD  
DANBURY, CT**

**REQUEST FOR QUALIFICATIONS & PROPOSALS  
ARCHITECTURAL AND RELATED SERVICES FOR BRIDGING DOCUMENT  
PREPARATION**

**APRIL 13, 2021**



**PUBLIC WORKS DEPARTMENT  
OF THE  
CITY OF DANBURY, CONNECTICUT**

**BID DOCUMENTS  
City Project No. 20-16  
Bid No. 04-20-21-02**

**HONORABLE JOE M. CAVO, MAYOR**

**ANTONIO IADAROLA, P.E., DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**

**SAL V. PASCARELLA, ED. D., SUPERINTENDENT OF SCHOOLS**

**Request for Qualifications & Proposals**  
**Architectural and Related Services for Bridging Document Preparation for the Danbury**  
**Career Academy**  
**City Project No. 20-16**  
**Bid No. 04-20-21-02**

**A. Introduction/Background**

The City of Danbury is soliciting qualifications packages and proposals from architectural firms based on the criteria/requirements outlined in this request for qualifications and proposals (RFQ/P). The intent of this request for qualifications and proposals is to obtain a short list of the best qualified, responsible architectural firm to provide the City with comprehensive services for: All design and consultant services required to complete all necessary work to develop Bridging Documents and associated services for a design-build renovate as new project as outlined in the following document. These Bridging Documents will be used to negotiate and contract with a developer to complete the design and construction of the project in a typical design-build delivery process.

**A mandatory pre-bid walk through will be held on site at the main lobby of The Summit at Danbury, 100 Reserve Road, on April 26, 2021 at 11:00 AM.** Access to The Summit must be from Reserve Road to Corporate Center Drive. Please follow signs and take the first driveway on the left off of Corporate Center Drive and follow to the visitors main lobby.

**All Requests for Qualifications and Proposals will be due by 10:00 AM on May 13, 2021.** Please refer to the Supplemental Information for Bid Submittal & Opening on page 20 for detailed information.

The City of Danbury 2020 Committee along with the Danbury Board of Education have received enrollment projection reports that indicate student population increases district-wide from grades Pre-Kindergarten through 12th grade. In a district with schools currently at or above capacity, the grade 6-8 population projects to peak with an additional 328 students in year '27-'28, while the grade 9-12 population projects to peak with an additional 688 students in year '29-'30. The proposed project will address both of these student enrollment increases with a new grades 6-12 school building, while alleviating some current overcrowding issues in the existing middle schools and high school.

The proposed project site is The Summit at Danbury located at 100 Reserve Road. The unique facility is approximately 2,100,000 square feet building area, which is made up of 15 individual 'pods' surrounding a common center core area consisting of common areas and substantial parking decks. The facility is mixed use, with current uses including commercial, retail, dining, and residential. The City of Danbury has the opportunity to make a commercial condominium unit purchase along with securing development rights on the northwest side of the building to be renovated and converted into educational space to support a grade 6-12 school.

Funding for the construction of this project will be determined with a vote to be held on or before June 2021. Special legislation was passed for this project in House Bill No. 7010, September Special Session, Public Act No. 20-8, Section 6. As dictated in Section 6 of the special legislation, the City must meet the October 1, 2021 deadline to submit a grant application for the project to the Office of School Construction Grants and Review (OSCG&R).

## **B. Project Description**

The proposed project involves the conversion of existing unoccupied commercial space into a grade 6-12 school. The proposed school is to be securely isolated from all other areas of the existing building. Building systems to the greatest extent possible are to be dedicated solely to the use of the school, including but not limited to: electrical, mechanical, plumbing, domestic water, sanitary sewer, natural gas, fire protection, telecommunications, data, security, fire alarm, etc. No services shall be shared with the rest of the building, unless required by code. Egress including handicap accessibility is to be provided throughout the school building in a capacity to effectively accommodate student and employee population.

### Proposed Renovations:

Approximately 200,000 square feet of existing building area (“P”, “Q”, and “R” pods) will be renovated as new to create classrooms, offices, cafeteria, media center, laboratories, storage, lavatories, etc. to fit the programmatic needs of the Danbury School District as outlined in draft Education Specifications. Demolition of existing space could include hazardous materials abatement, although minor.

### Proposed New Construction:

Work will include new construction for building additions and associated site improvements. New building additions will include a multiuse gymnasium, locker rooms, lobby area, and other associated support spaces that could be located under existing pods.

**Interested firms are required to review the following documents related to the development of this project. Bidders must call the City of Danbury Purchasing Department at 203-797-4571 to obtain electronic copies of the following documents:**

1. “Danbury Career Academy” concept plans dated 6/19/2020 prepared by Friar Architecture Inc.
2. Partial plans of “Union Carbide Headquarters” prepared by Kevin Roche John Dinkeloo and Associates Architects.
3. Draft “Property Condition Assessment” dated January 28, 2021 prepared by Property Solutions Inc.
4. Site Survey Progress Print issued November 9, 2018 prepared by Surveying Associates, Inc.
5. “Asbestos Pre-renovation Inspection Report” prepared by HYGENIX, Inc.
6. State of Connecticut House Bill No. 7010, September Special Session, Public Act No. 20-8, Section 6

7. “Comprehensive Enrollment Analysis and Projections Prepared for Danbury Public Schools” dated November 2019 with February 2020 Addendum
8. Draft Education Specifications dated March 30, 2021
9. Contract “Sample” for Professional Services

Anticipated Project Schedule:

1. August 2021: Complete Schematic design documents and associated cost estimate.
2. September 2021: Complete 30% design development Bridging Documents and associated cost estimate.
3. October 2021: Secure independent appraisals of the “Unit” and Development Rights.
4. November 2021: Secure comprehensive draft Guaranteed Maximum Price (GMP) for the project from the Design-Builder.
5. December 2021: Final negotiation and purchase of Unit and Development Rights.  
Complete cost estimate GMP reconciliation with Design-Builder.
6. April 2022: Start of construction.
7. August 2024: Occupancy.

The City will require strict adherence to the schedule to meet schedule milestones.

**C. Design-Build Delivery Method**

As authorized by the special legislation, the City will procure this project using a Design-Build delivery process to renovate as new. Bridging Documents developed as part of this contract will be turned over to the Design-Builder to complete. The Design-Builder will rely on these drawings and documents and will need full and complete electronic operable files from the Bridging Architect to advance their design.

1. As part of this RFQ/P, the City will follow OSCG&R requirements to solicit proposals and retain an architectural firm to create Bridging Documents for the project. The Bridging Documents will consist of 30% design development drawings and specifications, which will clearly define the complete building scope that the Design-Builder will provide to the City at project completion. This includes but is not limited to interior finishes, construction materials, and HVAC materials and performance. OSCG&R will have the opportunity to review the development of the Schematic and Bridging Documents.
2. An independent cost estimator retained by the Bridging Architect will generate a detailed cost estimate based on the Schematic and on the Bridging Documents. The Design-Builder will also take the Bridging Documents to their cost estimator to provide the City with an estimate. The two estimates will be reconciled to determine the cost of the project.
3. The City and Design-Builder will negotiate a not to exceed, guaranteed maximum price (GMP) to complete the balance of the project design documents as well as the physical project construction. Once agreed, the two parties will enter a binding Master Agreement with a stipulated schedule and milestones based on the Bridging Documents.

4. As stated, the Design-Builder will use their own architect to complete the design through to construction documents with multiple checkpoints and evaluations by the City and the City's Bridging Architect to verify conformance with the City's original design intent. OSCG&R will have the opportunity to review plans as they are developed.
5. The Bridging Architect will be retained by the City throughout the duration of the project, and they will be used to evaluate the contractor/developer's conformance with the Bridging Documents throughout the completion of the design, as well as during the construction process. If it is found that there is deviation from the Bridging Documents, the City will have the right to terminate and/or renegotiate the Master Agreement contract.
6. At project completion, the City will again evaluate the completed construction provided by the Design-Builder against the Master Agreement documents prior to accepting the project and issuing final payment.
7. Bonding and performance guarantees will be secured from the Design-Builder at the time the Master Agreement is signed.

#### **D. Scope of Architectural and Related Services**

The selected architectural firm will be expected to provide architectural services for the planning and preparation of Bridging Documents complete to 30% design development level, including developing all design requirements, performance specifications, contract specifications, cost estimates, schedules, and all associated work for the items listed below at the Danbury Career Academy. Firms will also provide Construction Administration services for the purposes of design-build verification throughout the duration of construction. Proposals are to be comprehensive and include all costs associated with services for the following:

##### **I. Project Planning and Development**

- a. Firm is to familiarize themselves with building layout, pods, academic programs, operation of entire building, review of existing drawings, building uses, zoning, and evaluate permitting requirements.
- b. Review Board of Education draft Education Specifications and confirm building spaces can provide and sustain academic programs described. Work with the Board of Education to complete development and prepare final Ed Specs.
- c. Establish overall project schedule.
- d. Meet with property owner/developer and BOE to define limits pertaining to parking, traffic circulation, bus loop, drop off, access to common areas, segregation of utilities and any other operationally specific items.
- e. Meet with City officials including Fire Marshal, Building Inspector, and Land Use to assess specific requirements that they may have.
- f. All required survey. The progress print site survey attached to the RFQ/P is for reference only.

- g. Perform soil borings and geotechnical reports as required.
- h. Attendance at owners meetings including any State, Board of Education, or other required meetings, as well as presentations for the owner, Board of Education, City Council, Commissions, etc. as needed for approval.
- i. Evaluate code impact of change in use from commercial to educational.
- j. Evaluate existing tenants (outside of school space) that could facilitate and provide educational opportunities and spaces and support core requirements of a career academy curriculum.
- k. Provide project cost estimating services.
- l. Perform a detailed existing conditions analysis on the Unit and Development Rights area to include but not limited to review of building envelope and structural elements for the 3 pods making up the Unit. Determine costs for any remediation of issues or deficiencies found.
- m. Work with the district safety committee to develop and prepare a Safety and Security Plan for the new school for submission and approval by DEMHS.
- n. Perform all OSCG&R requirements to secure eligibility of the project for renovate-as-new status, including any required analysis of existing building structure. Assist the City with the State approval of the site acquisition and facility purchase phase.
- o. Assist the City with the filing of the School Construction Grant Application due October 1, 2021.
- p. Assist the City with the final contract preparation for the Design-Build Master Agreement.

## **II. Professional Services, Schematic Design, and Bridging Document Development**

### **1. Schematic Design**

- a. Provide multiple concept floorplan options for evaluation by the district.
- b. Develop specifications and project performance requirements for materials, systems, components, and assemblies.
- c. Services to verify accuracy of existing drawings and plans of existing buildings provided by the owner. Architectural firm is to visit project site and review existing rooms and spaces and confirm dimensions to an accuracy suitable and appropriate for construction purposes. If existing drawings do not have dimensions or are not sufficient, it is the responsibility of the architect to complete any measurements required to produce the new work. All dimensions must be accurate for constructability.
- d. All consulting services for design and specification for all sub-consultants including MEP, fire suppression, High Performance, civil, FF&E design, I.T./Data/Telecommunications design, security, geotechnical engineering (including boring tests), structural engineering, environmental, landscape architect, food service, etc., and any consultants required to perform the work and meet code and State OSCG&R requirements.
- e. Civil engineering consultant services, submittal to City agencies, attending meetings, and all engineering work for the new addition, including any required survey.

- f. Design services for all communication, safety, security, phone, public address, fire alarm, and sprinkler systems with code compliant integration/coordination with the rest of the building.
- g. Develop plans and specifications for FF&E and Technology package including all required submissions and reviews for OSCG&R approvals.
- h. Provide interior design and other similar services required for or in connection with selection, procurement, coordination, inspection, and installation of furniture and other FF&E.
- i. Services required to comply with the design as mandated by State of Connecticut High Performance Building Guidelines, including requirements for commissioning. An independent Commissioning Agent will be hired by the City.
- j. Environmental services required for design/demolition/removal of hazardous materials from the existing building.
- k. Develop security and technology plans and specifications (including any School Safety Infrastructure Council Standards).
- l. Include services of an acoustician or services required to cover the work of an acoustician to satisfy any requirements of OSCG&R.
- m. Provide classroom layout for each floor for each grade and support academic program provided in Ed Specs.
- n. Provide layout for all support spaces as typically required for a 6-12 school.
- o. Assess and provide the best location to facilitate a central lobby area with a security checkpoint and a multi-use space that can accommodate 600 people and serve as a gymnasium. Evaluate alternative security checkpoints from the parking garage at each floor
- p. Provide food service design to the extent of a warming kitchen.
- q. Evaluate opportunity for outdoor educational space.
- r. Evaluate potential for outdoor recreational space.
- s. Preparation of multiple cost estimates as necessary to meet budgets.
- t. Services to include all revisions to plans and specifications as required after review by City staff and as required to obtain all of the necessary City and State approvals.
- u. Design for any work in the existing building that may be required to conform with code as a result of the new building additions/connection.
- v. Services to create a school that will be “stand-alone” with regards to all utilities and mechanical systems including but not limited to: water, electric, gas, mechanical systems an metering.
- w. Design of stand-alone fire suppression and alarm system is to be accurately coordinated with code requirements with respect to the rest of the building.

## **2. Bridging Documents**

- a. Further develop all accepted Schematic Design documents produced to a level equal to 30% design development which clearly demonstrate requirements essential to the City.
- b. Bridging Documents are to include performance specifications, design narratives for each discipline, describing functional priorities, quality levels, aesthetic requirements, High Performance Building design approach, design criteria, basic design loads, requirements

to meet applicable building codes, exterior and interior finish materials, color selections, design schedule, construction schedule, and milestones through project completion.

- c. Provide final cost estimate and all required cost reconciliation services with the City and Design-Build team in a format acceptable to OSCG&R.

### **III. Construction Administration Services**

#### **1. Construction Document/Design Intent Review Services**

- a. Act as owner's rep to review and render opinions as to the design-build team's final plans and specifications and cost estimate. Review 50% and 100% design documents for the City and render comments as to conformance to the Bridging Documents and make recommendations as appropriate.
- b. Meet with the Design-Builder's design team to assure design intent compliance.
- c. Review RFIs as required for design intent.

#### **2. Design-Build Construction Administration Services**

- a. Render final compliance to Bridging Documents used as part of Master Agreement with the Design-Builder.
- b. Set contract compliance checkpoints as Design-Builder starts construction. Field inspection and verification of project construction.
- c. Review shop drawings for the limited purpose of checking for conformance with the approved Construction Documents. Shop drawing review shall be timely as to not cause any unreasonable delay in the project.
- d. Respond to any RFIs relating to Bridging Documents or design intent as required.
- e. Certification from architect that the project was built in compliance with Bridging Documents.
- f. Evaluate requests of scope changes by Design-Build team including using a cost estimator for cost impacts/benefits of scope changes/requests.
- g. Perform site visits to an extent sufficient to make recommendations on monthly payment requests.
- h. Review complete warranty documents for all equipment and installed systems to ensure they meet the requirements of the plans and specifications.
- i. Perform final walkthrough with the City to create a punch list, and verify its resolution.
- j. Provide substantial/final completion assistance and post-occupancy reviews.
- k. Review Commissioning reports for compliance to design intent and High Performance.

### **E. Deliverables**

#### **1. Basis of Design:**

Prepare a descriptive narrative of all aspects of the project. The Basis of Design document will establish the design intent for Site work, Landscaping, Structural Systems, Building Exterior Enclosure Systems, Finishes, Vertical Conveying Systems, Heating, Ventilating and Air



Conditioning, Plumbing and Fire Protection, Electrical Systems, Security, Telecommunications Systems, Furniture, Equipment, and Technology.

## **2. Schematic Design:**

During Schematic Design, work with the City, BOE, and Maintenance & Operations managers to present recommendations for the most ideal option for each of the systems and other significant building systems as identified by the Bridging Architect based on the specific features of the project. Schematic design documents shall be developed at least to the following extents:

### Architectural Plans:

- a. Scaled floor plans showing overall dimensions, identifying the various major areas and their relationship and layouts of major elements and equipment.
- b. Indicate on the floor plans each space square foot area and program space identification for tracking purposes.
- c. Concept building exterior elevations and sections in sufficient detail to demonstrate design concept.
- d. Architectural site plan showing landscape and hardscape elements, and services areas. Site plan is also to include points of service for major utility elements. Provide a dimensioned site plan.
- e. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows and types of door hardware.
- f. Identify code requirements and include occupancy classification(s) and type of construction for each significant area of the project.
- g. Propose a path to meet State of Connecticut High Performance Building standards to the greatest extent possible.
- h. Performance Specifications.

### Structural Plans:

- a. Layout structural systems with dimensions and floor elevations as necessary. Provide proposed structural framing plan to match architectural plans.
- b. Identify potential foundation systems. Reference soils report if major soil enhancements or export/import work are anticipated.
- c. Performance Specifications.

### Mechanical Plans:

- a. State the design conditions including indoor and outdoor temperatures, relative humidity for summer and winter conditions, filtration and ventilation requirements, personnel loads, and special equipment loads, if any.
- b. Plumbing systems requirements including fixture types, water conservation, reclaimed water use, equipment types.
- c. Plumbing system narrative description.
- d. Plumbing Performance Specifications.

- e. Preliminary Fire Protection Plans (including site, fire protection systems, densities, flow test).
- f. Fire Protection Performance Specifications.

Electrical Plans:

- a. Design Criteria (including type of fixtures, lighting level requirements).
- b. Definition/Location of primary service.
- c. Electrical Systems Description.
- d. Performance standards and outline specifications for District Low Voltage Systems, including but not limited to Data, A/V, Telecommunication, Fire Alarm and Security Systems.
- e. Incorporate Commissioning and Transition plans critical to ensure successful integration and implementation of the associated systems and equipment.
- f. Calculate overall approximate electrical loads.
- g. Identify proposed electrical system for service, power, lighting, low voltage and communication loads. Show proposed connection point to electrical service and low-voltage systems and verify that service has adequate capacity for project.
- h. Performance Specifications.

Civil Plans:

- a. Define and locate off site utility systems such as water, sewer, storm drain, firewater lines and fire hydrants.
- b. Identify surface improvements including walkways, preliminary finish grades and drainage.
- c. Coordinate preliminary finish grade elevations with Architectural site and building plans.
- d. Coordinate location of elements with the Architectural Site Plan and Architectural dimensioned site plan.
- e. Evaluate existing access ways, internal traffic loops, parking and design a traffic and pedestrian management plans including a bus drop off area serving the 6-8 and 9-12 student population.

Landscaping Plans:

- a. For all exterior areas included in the project for which the City will obtain development rights and as further developed during the programming activities, develop and coordinate landscape design concepts entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include locations and descriptions of plant materials, ground (hardscape) improvements, and visual barriers.

### **3. Bridging Documents**

Upon written authorization from the City to proceed with Bridging Documents, based upon accepted deliverables from the Schematic Documents, the Bridging Architect shall perform Bridging Document services for the City as follows:

Architect/Engineer shall assemble the approved Schematic Design Documents including drawings, Performance standards, outline specifications, and Basis of Design into a comprehensive package.

Provide drawings, outline specifications and other documents that indicate the scope of work with sufficient detail to enable preparation of an accurate proposal by the Design-Builder and which will guide the Design-Builder to design and construct the facility to meet the City's and Board of Education's needs. Included, but not limited to the following, descriptions of minimum requirements for a Bridging Documents submittal, which shall be augmented as necessary to show design intent.

- a. Architectural Drawings - Floor plans that clearly show principal dimensions with sufficient sections and details to describe the project concept. Interior finishes, materials and systems to describe levels of quality.
- b. Structural Drawings - Performance criteria such as wind load, seismic zones, any extraordinary live load requirements. Provide foundation concepts based on Geotechnical information and structural bay sizing to match architectural dimensions.
- c. Mechanical and Electrical Drawings - Provide power and lighting concepts, performance criteria for mechanical systems and specialty systems including: data, telecommunication, security, fire alarm.
- d. Civil Drawings - Provide site and grading plans that clearly show site contours and drainage, locations of all bench marks, precise locations of all major buildings, roadways, driveways and parking areas.
- e. Site utility plans that clearly show all connections to off-site utilities, existing drainage systems and existing utilities located and sized.
- f. Design-Build Outline Specifications describing the size, character and quality of the entire project, including types of structural, mechanical, electrical, plumbing and security systems.
- g. Develop a final traffic, bus, pedestrian and parking allocation plan for the site based on existing site features.

## **F. Evaluation Criteria & Submission Requirements**

All qualification packages, proposals, and requested information must be submitted to Mr. Charles J. Volpe Jr., Purchasing Agent, 155 Deer Hill Ave. Danbury, CT 06810. Five (5) original copies shall be submitted. Any missing information may be considered grounds for rejection of the submissions. The architectural firm shall meet the requirements specified below and submit the following items in the order listed below with the same numbering:

1. Firm profile including firm name, permanent main office address, date firm was established, legal form of ownership, number of years firm has been in business under current firm name, proof of licensure to work in the State of Connecticut (please provide copies of license), and table of organization.

2. Resumes of those architects, all consultants and other personnel who will be involved in this project (Principal Architect, Architect Project Manager, etc.), which shall include education and certifications/licenses in the fields of architecture and building codes, as well as other related information.
3. Firm is to demonstrate the availability of their staff for this project. Please list their workload involvement with other projects.
4. Please indicate the firm's capability of producing projects using current Auto CAD.
5. Firm is to provide detailed descriptions of relevant past projects performed using a design-build delivery process, with particular attention paid to development of Bridging Documents.
6. Firm is to demonstrate that it has strong project management skills, including but not limited to programming, scheduling/phasing of work in occupied buildings and cost estimating.
7. Litigation Statement: Firm is to note if it has ever defaulted on a contract, is involved in pending litigation/arbitration, or has ever had a contract terminated prior to completion.
8. Please demonstrate experience with fast-paced process building additions and alterations to existing schools with limited site areas for said additions.
9. This is a fast-paced project; firms are to be familiar with City of Danbury standard operating procedures (Engineering, Building Department, Planning, Permitting, etc.). Please list previous projects with the City of Danbury.
10. It is required for the architectural firm to demonstrate that it has experience in preparing design plans and contract specifications for school construction projects totaling \$100,000,000 within the last 5 years.
11. Firms shall demonstrate experience and familiarity with the State of CT OSCG&R submittal, review, approval, payment, change order, and audit process, including familiarity with OSCG&R's electronic submission system.
12. Firms should demonstrate adherence to project schedule and percent of Change Order work relative to hard construction costs. Please complete the table on page 16 providing all required information on previous projects.
13. Firm to list current/active projects with total costs and anticipated completion dates. Please complete the table on page 17 providing all required information.
14. Please demonstrate experience in subcontracting work. Please list all necessary sub-consultants to complete the work (such as MEP, fire suppression, high performance, civil, FF&E design, I.T./Data/Telecommunications design, security, geotechnical engineering, structural engineering, etc.). Please complete the table on page 18 providing all required information and provide the needed resumes.
15. Please complete the table on page 19 providing all required information for project references.
16. Proposals are to be on the forms provided by the City and attached hereto. Architectural firms must complete and submit their fee for this project as per the schedule noted in Section B. The City will adhere to this schedule as "Time is of the essence" and will be strictly enforced. Proposals should be inclusive of all costs as outlined in Section D, Scope of Architectural and Related Services.
17. Firm is to include hourly rates of its staff members valid for one (1) year.

Note: Please feel free to provide any additional information or documentation to supplement any of the above submission requirements for this proposal.

### **G. Selection Schedule**

**A mandatory pre-bid walk through will be held on site at the main lobby of The Summit at Danbury, 100 Reserve Road, on April 26, 2021 at 11:00 AM.** Access to The Summit must be from Reserve Road to Corporate Center Drive. Please follow signs and take the first driveway on the left off of Corporate Center Drive and follow to the visitors main lobby.

**All Requests for Qualifications and Proposals will be due by 10:00 AM on May 13, 2021.** Please refer to the Supplemental Information for Bid Submittal & Opening on page 20 for more information.

The City anticipates the selected firm to begin work on the assigned project immediately after signing the contract. A sample of a typical City consultant contract is provided with the attachments. This contract may be modified, as required by the City.

### **H. Additional Information**

The City is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring. The City is committed to complying with the Americans with Disabilities Act (ADA).

All materials submitted in response to this request for proposals are subject to the terms of State laws relative to Freedom of Information.

If warranted, addenda will be issued to answer questions/provide additional information. Failure to acknowledge receipt of addenda to this request for qualifications may result in a submission not being considered.

The City will not be held responsible for any costs incurred by the consultant for work performed in the preparation of the qualifications and for any work performed prior to the issuance of a contract.

The City reserves the right to reject an application for misrepresentation of facts. The City also reserves the right to waive technical defects, irregularities and omissions, if in its judgment, it is deemed to be in the City's best interest.

Questions regarding this request for qualifications and proposals can be directed to Charles Volpe, Purchasing Agent, via email at [c.volpe@danbury-ct.gov](mailto:c.volpe@danbury-ct.gov).

**PROPOSAL**

TO: Purchasing Agent, City of Danbury, Connecticut

FOR: Bid No. 04-20-21-02, Project No. 20-16  
Architectural and Related Services for Bridging Document Preparation  
Danbury Career Academy

MADE BY: \_\_\_\_\_  
(Firm Name)

Pursuant to and in compliance with your Request for Qualifications and Proposals and the Scope of Work relating thereto, the undersigned states that he has examined the Request for Qualifications and Proposals and the site of the work, and that he understands the purport and magnitude of the work intended, and the undersigned hereby offers to furnish all services, plant, materials, supplies, equipment, labor, and other facilities and things necessary or proper for or incidental to, the proper design and execution of the work together with all related services at the following lump sum prices which include all incidental work and materials.

The City reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities and to award only one big package per firm, as deemed to best serve the public interest. Time is of the essence and will be strictly enforced to meet schedule. The City is not obligated to select the low bidder.

All proposals are due by 10:00 AM on May 13, 2021. Please note that proposals are to include comprehensive services to complete ALL work necessary for this project as described in the Request for Qualifications & Proposals. Proposals are to include ALL reimbursable fees including plan reproduction, postage, mileage, insurance, bond, etc. Proposals are to be inclusive of all costs to meet the schedule provided in the RFQ/P.

**A. Lump Sum Bid: Architectural Services for Project Planning and Development**

Lump sum price for all work and materials required for Scope of Architectural and Related Services Item D.I.: Project Planning and Development for the Danbury Career Academy.

\_\_\_\_\_ Dollars and \_\_\_\_\_ cents.  
words

\$ \_\_\_\_\_  
Figures

**B. Lump Sum Bid: Professional Services, Schematic Design, and Bridging Document Development**

Lump sum price for all work and materials required for Scope of Architectural and Related Services Item D.II.: Professional Services, Schematic Design, and Bridging Document Development for the Danbury Career Academy.

\_\_\_\_\_ Dollars and \_\_\_\_\_ cents.  
words

\$ \_\_\_\_\_  
Figures

**C. Lump Sum Bid: Construction Administration Services**

Lump sum price for all work and materials required for Scope of Architectural and Related Services Item D.III.: Construction Administration Services for the Danbury Career Academy.

\_\_\_\_\_ Dollars and \_\_\_\_\_ cents.  
words

\$ \_\_\_\_\_  
Figures

**Summation (Total of A + B + C):**

\_\_\_\_\_ Dollars and \_\_\_\_\_ cents.  
words

\$ \_\_\_\_\_  
Figures

The bidder further declares that he is/they are the only person/persons interested in the Proposals and that it is made without any connection with any other person or persons making proposals for the same work and that it is in all respects fair and without collusion or fraud.

\_\_\_\_\_\*\*  
 Firm Name  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 Telephone  
 \_\_\_\_\_  
 By (signature)  
 \_\_\_\_\_  
 Signed by (printed or typed)  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Dated

\* Cross out words which do not apply.

\*\* If a corporation, give the State of Incorporation, using the phrase "a corporation organized under the laws of \_\_\_\_\_"

If a partnership, give names of partners, using also the phrase "Co-partners trading and doing business under the firm name and style of \_\_\_\_\_".

If an individual using a trade name, give individual name, using also the phrase "an individual doing business under the firm name and style of \_\_\_\_\_".

Full names and residences of all persons interested in this Proposal as principals are as follows:

Name: \_\_\_\_\_ Address \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_

STATE OF

SS:

COUNTY OF

\_\_\_\_\_ the  
 signer of the above Proposal, being duly sworn that the several matters stated therein are in all respects true to the knowledge of the deponent.

Sworn to and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
 Notary Public



**Evaluation Criteria & Submission Requirements Table**

Please complete the table below indicating project performance within the last 5 years:

	<b>Project Name</b>	<b>Description</b>	<b>Cost</b>	<b>Design Completed on Schedule (Y / N)</b>	<b>Construction Completed on Schedule (Y / N)</b>	<b>Percent of C.O. from Hard Construction Costs (%)</b>
1.						
2.						
3.						
4.						
5.						

**Evaluation Criteria & Submission Requirements Table**

Please complete the table below for all current/active projects:

	<b>Project Name</b>	<b>Project Description</b>	<b>Project Cost</b>	<b>Design Completion Date</b>	<b>Construction Completion Date</b>
1.					
2.					
3.					
4.					
5.					

**Evaluation Criteria & Submission Requirements Table**

Please provide the list of consultants that will be contracted outside your firm for this project:

	<b>Type of Work Subcontracted</b>	<b>Work Subcontracted (Y / N)</b>	<b>Resumes Provided (Y / N)</b>
1.	Civil Engineering		
2.	Geotechnical Engineering		
3.	Structural Engineering		
4.	Interior Design		
5.	FF&E		
6.	Landscape Architect		
7.	MEP		
8.	Fire Suppression		
9.	Acoustical Consulting		
10.	High Performance Buildings		
11.	I.T./Data/Telecommunications		
12.	Security		
13.	Cost Estimating & Scheduling		
14.	Construction Administration Services		

**Evaluation Criteria & Submission Requirements Table**

Please provide list of references:

	<b>Company Name</b>	<b>Contact Person</b>	<b>Telephone Number</b>	<b>Name of Project</b>
1.				
2.				
3.				
4.				
5.				

**Bid #04-20-21-02 "Request for Qualifications & Proposals – Architectural and Related Services for Bridging Document Preparation for the Danbury Career Academy"**

**Supplemental Information – Bid Submittal & Opening**

The City of Danbury (“the City”) will receive bids for this item up until 10:00 AM on Thursday, May 13, 2021 via the U.S. Postal Service, a private carrier/delivery service. Vendors may also drop off their bid in person on the solicitation due date between the hours of 8:30 a.m. and 10:00 a.m. in the main lobby area of City Hall. Please be aware to due the Covid-19 health emergency the U.S. mail and deliveries from private carriers/delivery services are not always received by the Purchasing Department on a daily basis. Therefore, any prospective bidder submitting a bid response is encouraged to notify Charles Volpe, Purchasing Agent, via email at [c.volpe@danbury-ct.gov](mailto:c.volpe@danbury-ct.gov), or by cell phone at (203) 460-0085, that a bid response has been submitted by U.S. mail, or by a private carrier/delivery service. A bin will be available for the filing of bid submissions in person, in the lobby of City Hall, 155 Deer Hill Avenue, Danbury, CT, between the hours of 8:30 a.m. until 10:00 a.m. on the solicitation due date.

During this public health emergency, the Purchasing Agent will open all bid responses virtually. The bid opening will be made available for view by the public via Zoom, at the time and date specified in the bid. Zoom video and/or audio connection options for this bid are below.

A copy of the Bid Result Form will be posted on the Purchasing Dept. bid page on the City’s website, <https://www.danbury-ct.gov/resources/active-bids/>.

A video of the bid opening can be viewed under the video archives link also on the City’s website, <https://www.danbury-ct.gov/agendasminutesforms/>.

Please contact Charles Volpe, Purchasing Agent, via email at [c.volpe@danbury-ct.gov](mailto:c.volpe@danbury-ct.gov) with any questions regarding this process.

Join Zoom Meeting

<https://us02web.zoom.us/j/82297504394?pwd=RDN2bUVPOXorN1BPNTNpRXE5Q0E3Zz09>

Meeting ID: 822 9750 4394

Passcode: 981449

One tap mobile

+13126266799,,82297504394#,,,,,0#,,981449# US (Chicago)

+19294362866,,82297504394#,,,,,0#,,981449# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 822 9750 4394

Passcode: 981449

Find your local number: <https://us02web.zoom.us/j/82297504394?pwd=RDN2bUVPOXorN1BPNTNpRXE5Q0E3Zz09>