



Dannel P. Malloy
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Evonne M. Klein
Commissioner

**The State of Connecticut
Department of Housing**

Community Development Block Grant – Disaster Recovery

Request for Qualifications

**Architectural, Engineering, Environmental Review &
Construction Management Services**

Rebuild by Design and National Disaster Resilience

Deadline for Submission: March 31, 2017

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

I. STATEMENT OF OBJECTIVES

This Request for Qualifications (RFQ) is issued by the Department of Housing (DOH) of the State of Connecticut (State). The purpose of this RFQ is to solicit proposals from design, architecture, engineering, planning, environmental review, construction management, and outreach teams of firms (a selected firm shall hereinafter be referred to herein as a “Consultant”) to perform the tasks necessary to complete the feasibility study and alternatives analysis, environmental impact statement (EIS), and preliminary design and engineering to schematic design level at approximately 30 percent (30%) for three (3) projects to be funded through a competitively awarded grant from the United States Department of Housing and Urban Development (HUD) to the State as an outcome of the National Disaster Resilience Competition (NDR) and the environmental impact statement (to be done jointly with the EIS mentioned above) for the pilot project to be funded through a competitively awarded grant from HUD to the State as an outcome of the Rebuild by Design (RBD) competition.

Grants shall be administered by DOH for the State. The Consultant shall conduct a stakeholder engagement process concerning these projects that goes well beyond the basic requirements and builds on the successful outreach strategy completed thus far for the planning stage of the RBD project. Based on this solicitation, DOH also reserves the right to award additional tasks including final design and engineering, preparation of bid specifications and procurement documents for construction, and construction administration services for both the NDR-funded and RBD-funded projects.

It is the intent of DOH to award the contract to the highest ranked bidder for the purposes of completing the scope of work. DOH reserves the right to engage the second highest rank bidder for the purposes of peer review of the work conducted by the highest ranked bidder. DOH also reserves the right to engage either the highest ranked or the second highest rank bidder for possible additional scope including energy study, final design, bid document preparation, and/or construction administration services. DOH reserves the right to reject all bidders and reissue the RFQ at a later date.

II. BACKGROUND

This project concept originated with two (2) HUD-sponsored design competitions: RBD which targeted communities in the Sandy-affected region of New York, New Jersey, and Connecticut and the NDR Competition which expanded the process to the national scale. In each, applicants were encouraged to utilize collaborative stakeholder engagement processes to identify effective and innovative ways to protect people, homes, businesses, and infrastructure and to increase resilience in their localities. Through the RBD competition, the State was awarded \$10 million in Community Development Block Grant – Disaster Recovery (CDBG-DR) funds to continue the planning of and to implement a pilot project from the Resilient Bridgeport proposal. Through the NDR Competition, the State was awarded an additional \$54.3 million, \$41.9 million of which was dedicated for the infrastructure projects to further the objectives of Resilient Bridgeport and will be advanced in connection with the activities covered in this RFQ. DOH administers all such funds for the State.

Information about the Resilient Bridgeport process, proposal, and current status can be found at <http://www.resilientbridgeport.com>. Information about the NDR process and the State’s application can be found at <http://www.ct.gov/doh/cwp/view.asp?a=4513&q=588726>.

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

The purposes of the NDR-funded activities dedicated to furthering the objectives of Resilient Bridgeport are to construct:

- a raised resilience corridor for dry egress and resilient infrastructure along University Avenue connecting Park Avenue to the planned mixed-use redevelopment at 60 Main Street;
- a berm or other surge protection line of defense providing independent utility and seeking Federal Emergency Management Agency (FEMA) certification to result in a Flood Insurance Rate Map (FIRM) revision taking critical facilities in the eastern portion of the South End out of the 100-year floodplain; and
- a community resilience center.

In order to determine the best, most cost effective way to implement the aforementioned items, the Consultant will be required to complete a feasibility study and alternatives analysis conforming to the requirements of the National Environmental Policy Act (NEPA) and the Connecticut Environmental Policy Act (CEPA), which will include drafting and finalizing an Environmental Impact Statement (EIS). The EIS for these NDR-funded activities will be conducted to also cover the NEPA analysis for the RBD-funded pilot project in the same South End neighborhood of Bridgeport. The Consultant will also be required to bring the design and engineering for these NDR-funded activities to the thirty percent (30%) design level, comparable to the level at which the RBD-funded pilot project is being developed through a separate contract. The Consultant will consider the impacts of climate change and sea level rise for the expected lifetime of the projects using best available science in cooperation with the faculty and staff of the Connecticut Institute for Resilience and Climate Adaptation (CIRCA) at the University of Connecticut.

At DOH's discretion, DOH may elect to engage in fee negotiations with either the highest ranked bidder conducting this scope of work as the State's Consultant or the second highest ranked bidder - conducting peer review or not yet engaged - for the purposes of bringing the design of these NDR-funded projects and/or the RBD-funded pilot project to final design, the preparation of bid specifications and procurement documents for construction, and construction administration services.

The work under the contemplated contract will be funded and/or reimbursed in whole or in part with CDBG-DR funding from HUD administered by DOH for the State. The Consultant must comply with all requirements applicable to CDBG-DR funded projects.

The NDR and RBD funding have specific timelines for completion. If the State's waiver requests are accepted by HUD, all work must be finalized by September 30, 2022. Given the complexity of the construction projects, it is the expectation of the State that construction will commence no later than April 1, 2019. The work conducted through this scope must be presented in a timeline designed to meet that construction start date expectation. Through contract negotiations with the selected firm(s), penalties and/or incentives for timely completion of tasks and adherence to established timeline will be included.

III. SCOPE OF SERVICES

The following information outlines the minimum services that the Consultant will be required to provide: stakeholder engagement; feasibility study, alternatives analysis, hydrologic analysis

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

(including the impacts of climate change and sea level rise using best available science from CIRCA), and conceptual design for preferred alternative; EIS, and preliminary design. The second highest ranking bidder may be selected for peer review. Either of those two (2) bidders may be engaged for further tasks including the energy study, final design, bid phase services, and/or construction administration.

1. Stakeholder Engagement

The Consultant will be required to conduct all aspects of public outreach required for completion of the EIS and the preliminary design within the context of an inclusive, participatory, and diverse engagement strategy for the overall project that builds on the engagement conducted to date for the Rebuild by Design project that included open houses, workshops/charrettes, targeted stakeholder meetings, education on the impacts of climate change and sea level rise, a website, social media, and participation at community events held by others. This process should specifically identify innovative techniques that target typically marginalized aspects of the community and shall be in accordance with the DOH's HUD-approved Citizen Outreach Plan for Rebuild by Design accessible at http://www.ct.gov/doh/lib/doh/sub_amendment_rbd_ndr_dr_-_draft.pdf. This task will include the ongoing operation of the design center established for these projects at 7 Middle Street in Bridgeport.

- A. Coordinating with the DOH Project Director, the Consultant will develop and manage a Community Advisory Committee (CAC) which may ultimately be merged with same being organized for Rebuild by Design. The CAC will serve as the review and advisory panel representing the interests of the local community but will not supplant robust public engagement.
- B. Coordinating with the DOH Project Director, the Consultant will manage the Technical Advisory Committee (TAC) that has been set up previously for the Rebuild by Design project and includes local and state regulatory and permitting agencies and others who have technical knowledge to aid in project implementation.

The Consultant shall participate in weekly or biweekly calls or meetings with the program Director and other DOH and/or HUD staff to discuss status, challenges, and milestones as part of the outreach task.

2. Feasibility Study, Hydraulic Studies, Alternatives Analysis, and Conceptual Design for Preferred Alternative

The Consultant shall conduct a detailed feasibility study of the current NDR concept proposals (i.e. University Avenue resilient corridor, earthen berm, and community resilience center) that considers current and future conditions, with climate change and sea level rise, of coastal (surge), fluvial (riverine), and pluvial (surface stormwater) flooding scenarios for the eastern area of Bridgeport's South End. This task will include furthering the existing conditions analysis begun in the strategy development phase of RBD (contained in the design atlas accessible at <http://resilientbridgeport.com/pdf/Atlas.pdf>), finalization of project goals in consultation with the public, development of a short list of alternatives, a feasibility study to screen alternatives against the project goals, hydrologic modeling to ensure efficacy of each alternative and any externalities, benefit – cost analysis, conceptual design, and selection of preferred alternative.

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

3. Environmental Impact Statement

The feasibility study and EIS shall be completed concurrently. The Consultant shall be responsible for preparing and submitting the Notice of Intent (NOI) to prepare an EIS, the Draft EIS, Final EIS, and Record of Decision. The Consultant shall be responsible for managing – in coordination with DOH Project Director - all interactions with CT DEEP, SHPO, and other state and federal agencies who will be commenting through the NEPA, CEPA, and section 106 process.

4. Preliminary Design of NDR Projects and Cost Estimation

The Consultant shall further its assessment of the existing conditions to enable it to bring the design for the preferred alternative to the thirty percent (30%) level including, but not limited to, topographic surveys, geotechnical boring, and contaminated soil investigation. The design shall build on the concept design prepared in task 2 to include sections, plans, and elevations. Drainage, structural elements, urban design, landscape architecture, and utilities shall all be advanced through preliminary design. A preliminary opinion of probable cost shall be prepared.

DOH reserves the right to engage either the primary or the secondary bidder for any or all of the following scope items.

5. Possible Additional Scope Item: Energy Study

The Consultant may be required to conduct an energy study for the South End and environs in Bridgeport. The neighborhood is host to several regional power generation, transmission, and distribution facilities as well as several local distributed generation facilities and two microgrids. These facilities include one natural gas plant, one coal-fired plant (to be retired in 2021), a natural gas plant under construction (to be operable in 2019), a grid-scale solar array and fuel cell parks, and a thermal loop in pre-development in addition to two microgrids and various distributed generation facilities. The purpose of this limited study is to develop an implementable strategy to expand these facilities in a way that leverages regional facilities for local benefit and increases neighborhood resilience, including resilience to the impacts of climate change and sea level rise.

6. Possible Additional Scope Item: Final Design

The Consultant may be required to prepare and deliver to DOH a complete design package for any or all or any combination thereof of the NDR-funded projects and RBD-funded pilot project (i.e. University Avenue resilient corridor, earthen berm, community resilience center, and western South End chronic stormwater flooding mitigation pilot project). The Consultant would then build on the preliminary design created in task 4 by them or by the other selected Consultant for the NDR projects and on the preliminary design created by the state's professional team for the RBD pilot project. All design documents shall be prepared, signed and sealed by a Connecticut Licensed Professional Engineer or Surveyor (as appropriate).

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

7. Possible Additional Scope Item: Bid Phase Services

The Consultant may be required to prepare and distribute the entire bid package. Preparation and distribution of the bid packages shall include printing, copying, reproducing, collating, affixing, binding, assembling, packaging, transporting, mailing, and distributing the bid packages to potential bidders. Other services that may be needed could include: bid advertisement, preparing bid addenda, assistance with bid evaluations, and revised drawing sets as a result of the bidding process.

8. Possible Additional Scope Item: Construction Administration Services

The Consultant may be required to conduct visits to the site at intervals appropriate to the various stages of construction in order to inspect the progress and quality of the various aspects of the construction contractor(s)' work. Based on information obtained during site visits and inspections, the Consultant would then generally determine if the contractor's work is proceeding in accordance with the contract documents. The Consultant would then be required to keep DOH informed of the progress of the work by submitting written progress reports at intervals to be determined by DOH on a site specific basis. This work may include scheduling, payment request review, construction material review, permit compliance, conferences and meetings, contract document clarifications and modifications, shop drawings, product substitution review, field change review, and inspections.

9. Possible Additional Scope Items: General

It is possible that additional scope items emerge not contemplated within this scope of work that are necessary to position these projects for construction commencement by the spring of 2019. These may be additional items related to permitting, design, or regulatory compliance not included in the scope items described above. Should such an item emerge, DOH will engage in a fee negotiation with the first or second highest ranked bidder and may engage either one depending on the price, timeliness, or likely quality of work to be completed or a combination thereof.

10. Alternative Scope: Peer Review

The second highest ranked bidder may be engaged by DOH, following fee negotiations, for the purposes of providing peer review for DOH of the highest ranked bidder's completion of tasks 2 through 4.

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

IV. RESPONDENT QUALIFICATIONS

General

The Consultant(s) providing the professional services must:

1. Be led by a principal or partner of an established professional firm;
2. Be a licensed architect and/or engineer in the State of Connecticut;
3. Have, or be able to obtain the services of an Architectural Historian meeting the Secretary of the Interior's (SOI) Professional Qualification Standards (36 CFR Part 61: Appendix A);
4. Be covered by a current professional liability insurance policy and other required coverage as further detailed in Subsection III-11 below;
5. Demonstrate extensive knowledge of architectural and engineering design and construction issues;
6. Demonstrate extensive knowledge of 24 CFR Part 58 regarding environmental review;
7. Have knowledge of State Flood Management requirements per C.G.S. §25-68
8. Demonstrate extensive knowledge of the Connecticut Building Code, State and Federal Fair Housing Laws, AIA documents, general construction practices and familiarity with the DOH Standards of Design and Construction, SOI Standards and Federal regulations regarding mitigation and resiliency;
9. Have or be able to obtain the capacity to undertake up to four (4) infrastructure design projects simultaneously;
10. Have demonstrated ability to work successfully with government including:
 - a. No previous record of default on a government contract;
 - b. No applicant entity, or principal thereof, may be awarded a Federal contract if subject to a debarment, suspension, or limited denial of participation under 24 CFR Part 24.
 - c. No formal debarment or suspension from entering into contracts with a Connecticut governmental agency; or other notification of ineligibility or prohibition against bidding or proposing on government contracts;
11. Have insurance equal to or in excess of the following specification:
 - a. General liability insurance in the amount of \$250,000 per occurrence and \$500,000 aggregate;
 - b. Bodily injury insurance, including death, in the amount of \$100,000 per occurrence and \$300,000 aggregate;
 - c. Property damage insurance in the amount of \$100,000 per occurrence and \$300,000 aggregate;
 - d. Automotive liability insurance in the amount of \$100,000 per occurrence and \$300,000 aggregate; and
 - e. Workers Compensation as required by law.

Cost Estimating

As a cost estimator providing infrastructure construction cost estimates and review of estimated costs, the professional providing these services must:

1. Have a minimum of 5 years' experience in construction cost estimating;
2. Have previous experience in the construction of site infrastructure and projects designed by civil engineers; and
3. Have knowledge of current national and local construction market trends, labor and material costs including Davis-Bacon wage requirements, regional cost

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

differences, and the DOH Standards of Design and Construction guideline square foot cost per building type, and the SOI Standards.

Plans, Specifications and Bidding Process

As an Architect and/or Engineer providing plans and specifications for the rehabilitation of single family homes, the professional providing these services must meet all applicable requirements of this Section IV.

Construction Administration Oversight

Any entity contracted to provide construction administration oversight professional services must:

1. Demonstrate a minimum of five (5) years' experience in construction project management and;
2. Provide sample Project Management Plans for each type of project anticipated under this RFQ.

V. AWARD CRITERIA

General Criteria

Proposals will be evaluated by an Evaluation Committee convened by the DOH Project Director and comprised of representatives of State agencies from the SAFR (State Agencies Fostering Resilience) Council.

An award shall be made with reasonable promptness by written notice to the responsible bidder(s) whose responses will be most advantageous to the State. All responses may be rejected when the DOH determines that it is in the public interest to do so.

Following receipt, responses will be evaluated in accordance with the following procedure:

1. First, responses will be checked for compliance with all requirements of the RFQ including affirmation that all qualifications listed in Section IV hereof are met and up to date.
2. Second, after the proposals are reviewed, one, some, or all of the bidders may be asked to clarify certain aspects of their proposal. A request for clarification may be made in order to resolve minor ambiguities or clerical errors. Clarifications cannot correct any deficiencies or material omissions or revise or modify a proposal, except to the extent that correction of apparent clerical mistakes results in a modification. The bidder may be required to respond to these questions with written responses or oral presentation.
3. Third, the committee will evaluate and score proposals on their merit. This qualitative technical and experience evaluation will be the primary determining factor for determining the firms whose proposals are most advantageous to the State, and of the subsequent selection of bidder to be awarded a contract. Interviews of the top three ranked firms may be required prior to a final determination by the committee.

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

Evaluation Criteria

The responses of those bidders who have been determined to be responsive and responsible will be ranked according to the technical quality of their response. The qualitative factors to be used in this evaluation are as follows:

1. The relative strengths of the bidder's proposed project organizational plan and personnel/staffing capability including subcontractors included in the response (10%).
2. The relative strengths of the bidder's and team members' proposed project personnel and their qualifications and experience on large scale projects/contracts of a similar nature. Applicants must demonstrate extensive knowledge of Federal regulations regarding NEPA Environmental Reviews; knowledge of State Flood Management requirements per C.G.S. 25-68, the Connecticut Building Code, the Fair Housing Laws, AIA documents, general construction practices and familiarity with the DOH Standards of Design and Construction, the Federal regulations regarding mitigation and resiliency, and the SOI standards for the rehabilitation of buildings listed in the National Register of Historic Places (30%).
3. The bidder's proposed approach to completing all required activities and tasks on the National Disaster Resilience and Rebuild by Design project assignments as described in this RFQ (35%).
4. The bidder's relative strengths in experience with both the Federal and State agencies responsible for regulatory approval and permitting – specifically proven knowledge of and compliance with CDBG generally and CDBG-DR specifically by the lead firm or one of their subcontractors – and with communities of comparable characteristics to the host municipality of these projects, Bridgeport (20%).
5. The bidder's certification as or inclusion of subcontractors with certification as MBE or WBE enterprises scored commensurate with share of contract scope lead by certified firms (5%).

Qualifications submitted in response to this RFQ will be evaluated based the quality and the reasonableness of the responses for each item above.

VI. EVALUATION PROCESS

Proposal Clarification

Proposals will be reviewed by a Committee appointed by DOH. Where the committee reviewing the proposals determines that any or all of the proposals require some clarification, the committee may require any or all of the bidders to clarify their proposals through an oral presentation or through written responses to written questions. At such an oral presentation or in such written questions, the committee may request the bidder to clarify or explain items in its proposal. However, the oral or written presentation may not be used to change or supplement the original proposal.

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

Bidder Interviews

The committee may elect to bring in the three (3) highest ranked bidders for an interview and base the final scoring thereon rather than score the highest and second highest ranked bidders solely on their written proposals.

VII. PROPOSAL FORMAT

Qualifications should be submitted as follows:

1. One (1) complete original clearly marked "**ORIGINAL**", with all required materials having original signatures, where applicable;
2. Four (4) copies, with all required materials; and
3. All materials must be bound (3 ring binders, etc.) and tabbed by section and placed in the same order as they are referenced in the proposal. Each tabbed section must include all relevant materials for that section, including proposal materials.
4. One (1) digital pdf submission of the entire package bookmarked by section.

VIII. INSTRUCTIONS

1. Completed Qualifications and all materials must be hand delivered or mailed via a nationally-recognized overnight carrier to: David Kooris, DOH, 505 Hudson Street, Hartford, CT 06106-7106. **All Qualifications must be received at DOH on or before 12:00 p.m. on March 31, 2017.**
2. Any proposal received after the established deadline will not be considered.
3. All responses to this **Request for Qualifications** must conform to these instructions. Failure to conform may be considered appropriate cause for rejection of the response. DOH, in its sole discretion, may waive any non-material errors in any proposal.
4. An individual authorized to act on behalf of the respondent must submit the proposal. The proposal must also provide the name, title, address and telephone number for individuals authorized to negotiate and contractually bind the organization, and for those who may be contacted for the purpose of clarifying the information provided in the proposal. This information should also be included in the transmittal letter.

IX. QUESTIONS

All questions related to this RFQ should be submitted to **David Kooris** by e-mail at david.kooris@ct.gov no later than noon (EST) on March 10, 2017. Each question should begin by referencing the RFQ page number and section number to which it relates. Answers to all questions received by the deadline above will be posted on the Department of Housing website.

X. REVISIONS TO THE RFQ

Only written modifications to this RFQ issued in the form of one or more addenda will be considered to be alterations to this RFQ. Oral comments are not binding. An Addendum may be issued by DOH for any revisions, modifications, clarifications or alterations to the RFQ.

XI. ERRORS

If a respondent discovers an error in its response after submittal, but prior to the response submission deadline, the respondent may request that the response be withdrawn. This

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

request must be submitted in writing and signed by an officer or authorized representative of the respondent. If the request is approved, the respondent may submit a revised response as long as it is received prior to the response submission deadline.

No alterations or corrections to the responses are permitted after the responses are opened. If an error is discovered after the response opening but before contract award, the respondent may request that its response be withdrawn. An officer or authorized representative of the firm must submit this request in writing. The decision to permit withdrawal of the response will be at the discretion of the DOH Commissioner.

XII. SUBCONTRACTING OR ASSIGNMENT

In the event a respondent proposes to subcontract for some or all of the services to be performed under the terms of the contract award, it shall state so in its proposal and attach for approval a list of said subcontractors and an itemization of the products and/or services to be supplied by them. Nothing contained in the specifications shall be construed as creating any contractual relationship between any such subcontractor and DOH.

Except as expressly proposed by a respondent in its proposal, the agreement to be entered into between the respondent selected under this RFQ, if any, and DOH, may not be subcontracted or assigned by the respondent, in whole or in part, without the prior written consent of DOH. Such consent, if granted, shall not relieve the respondent of its responsibilities and liabilities under the contract, except as otherwise expressly provided therein.

XIII. RIGHT TO INSPECT FACILITIES AND RECORDS

DOH reserves the right to inspect the respondent's establishment before making an award, for the purposes of ascertaining whether the respondent has the capacity to perform the proposed scope of service.

DOH may request references during the evaluation, and such references may be contacted to assist DOH in making a contract award that is most advantageous to DOH.

XIV. CONDITIONS

Any prospective contractor must be willing to adhere to the following conditions and must positively certify to adhere to them in its proposal:

1. **Acceptances or Rejection by the State.** The State reserves the right to accept or reject any or all Qualifications submitted for consideration under this RFQ.
2. **Conformance with Statutes.** Any contract awarded as a result of this RFQ must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.
3. **Ownership of Qualifications.** All materials are considered public information with the exception of personal and financial information. Following the execution of one or more contracts in connection with this RFQ, Qualifications will be available for review upon request. All Qualifications in response to this RFQ will be the sole property of the State and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq.
4. **Ownership of Subsequent Products.** Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ will be sole property of the State unless stated otherwise in the contract.

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

5. **Timing and Sequence.** Timing and sequence of events resulting from this RFQ will ultimately be determined by DOH.
6. **Oral Agreements.** No contract, unless it is in writing and executed by an authorized representative of DOH following the obtaining of all necessary approvals and in accordance with all applicable law, shall be binding on DOH. No oral agreement or arrangement made with DOH or any DOH employee shall be binding on DOH.
7. **Amending or Canceling Requests.** DOH reserves the right to amend or cancel this RFQ.
8. **Rejection for Default or Misrepresentation.** DOH reserves the right to reject any proposal if any proposed subcontractor is in the default of any prior contract with the State or for any misrepresentation.
9. **State's Clerical Errors in Awards.** The State reserves the right to correct inaccurate awards resulting from its clerical errors.
10. **Rejection of Qualified Qualifications.** Qualifications are subject to rejection in whole or in part if they limit or modify any of the terms, conditions and/or specifications of this RFQ.
11. **Presentation of Supporting Evidence.** Any respondent, if requested, must be prepared to present evidence of experience, ability, service capacity, and financial standing.
12. **Changes to Proposal.** Except as otherwise permitted by DOH, no additions or changes to a proposal will be allowed after submittal.
13. **Collusion.** By responding, the respondent implicitly represents and warrants that its proposal is not made in connection with any competing respondent submitting a separate response to this RFQ, and is in all respects fair and without collusion or fraud. It is further implied that the respondent did not participate in the RFQ development process, had no knowledge of the specific contents of the RFQ prior to its issuance, and that no employee of DOH participated directly or indirectly in the respondent's proposal preparation.
14. **EEO-4 Form.** The proposal shall include a copy of the company's latest EEO-4 report as well as a copy the respondent's equal employment policy statement.

XV. CONFLICT OF DOCUMENTS

Should any of the terms of any documents connected to the offer, acceptance, supply of goods, performance of services, and/or any verbal representations be in conflict with this RFQ, the terms of the RFQ shall supersede all other documents and/or verbal representations. The only exception would be if DOH amends this RFQ in writing.

XVI. SEVERABILITY

The invalidity of any portion of this RFQ will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this RFQ is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

XVII. RIGHTS RESERVED BY THE STATE

DOH reserves the right to modify or waive any requirement, condition or other term set forth in this RFQ, to request additional information at any time from one or more respondents, to select any number of Qualifications submitted in response to the RFQ or to reject any or all such Qualifications.

XVIII. NOTIFICATION OF AWARD

The selected respondent(s), if any, will receive a Notice of Award. The Notice may contain certain contingency requirements that must be satisfied within a designated time frame. Failure to comply with all provisions of the Notice of Award will disqualify that respondent and the award may be directed to another respondent.

XIX. PRICE AND PAYMENT

Unless otherwise noted by DOH, all fees and other budgetary information quoted shall be firm through execution of a contract and shall not be subject to increase during the period of such contract, unless agreed upon by both parties in writing. The Commissioner must be notified in writing of any price reduction within five (5) business days of the effective date.

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

RESPONDENT INFORMATION

Name: _____

Address: _____

Contact Person: _____

Title: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____ Website Address: _____

FEIN/SSN: _____ State Sales Tax No: _____

If you are using a **THIRD PARTY** to write this proposal, please provide the following:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____ Website Address: _____

NARRATIVE DESCRIPTION OF SERVICES TO BE PROVIDED

- 2.1. Provide up to a 25-page description of the proposed services, the bidder shall convey their strategy for best completing the described scope of work. Special attention should be paid to those strategies (employed by the firm(s) in their past experience that present the greatest opportunity to expeditiously achieve the desired project outcomes (i.e. through concurrent activities, etc...), meaningfully engage diverse constituents likely to be affected and/or benefiting from the projects, assure quality results, and effectively meet the program requirements of CDBG-DR. **See Section V. Evaluation Criteria, Items 2, 3, and 4. Attach as Exhibit 2.1.**

QUALIFICATIONS AND CAPACITY

- 3.1. Describe the nature of your organization, staffing and overall qualifications to perform and complete this Scope of Work, including appropriate licensure. The bidder shall provide resumes for the management and technical staff who will be directly engaged in the activities under this contract. A chart which delineates the bidder's project organization, including the program and project manager(s) and the other professional and technical personnel, and describes the roles of the various personnel, should be included in the response. Also, personnel presented in the proposed organization chart / staffing plan should be identified with the project history examples (See 3.3 below) in their resumes / bios. No senior personnel substitutions are permitted without the consent of the DOH Project Director. **See Section V Award Criteria, Item 1 and 2. Attach as Exhibit 3.1.**
- 3.2. Please provide organization legal structure documents (e.g., Articles of Incorporation, Partnership Agreement, By-laws, Secretary of State Certificate of Legal Existence/Certificate of Good Standing). **See Section V Award Criteria, Item 1. Attach as Exhibit 3.2.**
- 3.3. The bidder shall demonstrate through examples of past projects its experience in completing various large scale projects of a similar nature involving flood mitigation and environmental infrastructure and other professional services required under the contract.

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction Management Services

The project examples may include: preliminary site investigations; feasibility studies; environmental impact statements; stakeholder outreach and coordination; and other tasks outlined in this RFQ. The bidder shall also specify past working experience with State and/or Federal governments (e.g. HUD, FEMA, USACE, and EPA). The bidder shall limit past project descriptions to a maximum of five (5) past projects which best reflect the tasks to be required on this contract and are similar in scope to the work described in this RFQ. **See Section V Award Criteria, Items 2 and 4. Attach as Exhibit 3.3.**

- 3.4. Please provide a signed copy of CHRO “Notification to Responders” form and information addressing (a) through (e) on the form. **Attach as Exhibit 3.4.**
- 3.5. Please provide a copy of your Equal Employment Opportunity Policy Statement, if applicable. **Attach as Exhibit 3.5.**
- 3.6. Please attach the last three years’ audited financial statements (include notes and projections). If audited statements do not exist or are not applicable, attach last three years’ federal tax returns. **Attach as Exhibit 3.6.**
- 3.7. Please attach certificate(s) of insurance showing the current coverage. **Attach as Exhibit 3.7.**
- 3.8. **Is the respondent, any principal or any affiliate a defendant in any litigation?**
 YES NO
If yes, indicate the nature and status of the litigation. **Attach as Exhibit 3.7.**

TIMETABLE AND CAPACITY TO INITIATE ACTIVITY

- 4.1 Please indicate timeframes expected to initiate the provision of services, projected date of completion for each task, and strategies for implementing temporal efficiencies and concurrency to maintain the stated deadlines. **See Section V Award Criteria, Item 3 and 4. Attach statement as Exhibit 4.1.**
- 4.2 The bidder must demonstrate its capability and capacity to support its existing obligations while undertaking the work in this contract. The bidder shall identify key personnel and project manager personnel, including those of any subcontractors, who will be assigned to work under the contract and their respective roles. The number and disciplines of the staff that will be available to accomplish the various tasks within the contract assignments should be included. **See Section V. Award Criteria, Item 2. Attach as Exhibit 4.2.**

MINORITY/WOMEN OWNED BUSINESS

- 6.1 Please indicate if your organization is a minority, women or veteran owned business by completing Exhibit B, if applicable. Note: DOH encourages all entities to make a good faith effort to utilize small, minority, women and veteran owned businesses. **See Section V. Award Criteria, Item 5. Attach completed form as Exhibit 6.1.**
- 6.2 Please attach the respondent's equal employment policy statement as **Exhibit 6.2.**

SUBCONTRACTOR CERTIFICATION FORM

- 7.1 Please complete the Subcontractor Certification form, Exhibit C, if applicable. **Attach statement as Exhibit 7.1.**

RESPONDENT CERTIFICATION

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

It is hereby represented by the respondent (undersigned) as an inducement to DOH to consider the proposal, that to the best of my knowledge and belief, no information or data contained in the proposal or in the attachments are in any way false or incorrect, and that no material information has been omitted, including the financial statements. The respondent (undersigned) agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, and other references are hereby authorized now, or any time in the future, to give DOH of any and all information in connection with matters referred to in this proposal.

Certifying Representative:

1. Type Name and Title: _____

2. Signature: _____

3. Date: _____

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

EXHIBIT B (3.4)

NOTIFICATION TO RESPONDERS

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as responders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 32-9e of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the responder’s qualifications under the contract compliance requirements:

- (a) The responder’s success in implementing an affirmative action plan;
- (b) The responder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
- (c) The responder’s promise to develop and implement a successful affirmative action plan;
- (d) The responder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) The responder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

The undersigned acknowledges receiving and reading a copy of the "Notification to Responder's form.

*** INSTRUCTION: responder must sign acknowledgement below, and return acknowledgment to DOH along with response proposal.**

Signature

Date

On behalf of:

**RFQ Name: Architectural, Engineering,
Environmental, and Construction
Management Services – Rebuild by
Design and National Disaster Resilience**

CERTIFICATE OF CORPORATION (if applicable)

I, _____ certify that I am the Secretary of the Corporation named in the foregoing instrument; that I have been duly authorized to affix the seal of the Corporation to such papers as require the seal; that _____, who signed said instrument on behalf of the Corporation was then _____ of said Corporation; that said instrument was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its Corporation powers.

REQUEST FOR QUALIFICATIONS
RBD & NDR - Architectural, Engineering, Environmental Review, & Construction
Management Services

EXHIBIT B (6.1)

MINORITY/WOMEN/VETERAN-OWNED BUSINESS CERTIFICATION

Complete Legal Name of Business: _____

Headquarters

Address: _____

Town: _____ State: _____ Zip Code: _____

Mailing Address (if different) _____

Town: _____ State: _____ Zip Code: _____

Does your firm meet the following definition of a minority business enterprise (MBE)?

YES NO

A minority business enterprise (MBE) is defined as: A small business with at least 51% ownership by one or more minority person(s)* who exercise operational authority over the daily affairs of the business, has the power to direct the management, policies and receives beneficial interests of the business.

* Who is considered a minority? A person(s) who is Black, Hispanic, Asian, American Indian, has origins in the Iberian Peninsula, a woman, and an individual with a disability according to the Americans with Disabilities Act - see program information for more detail.

Date Business was first established: ___/___/___ Total Number of employees _____

Type of Business **(Check only one)**

<input type="checkbox"/> Sole Proprietorship	Date Established	___/___/___
<input type="checkbox"/> General Partnership	Date of Partnership	___/___/___
<input type="checkbox"/> Limited Liability Partnership	Date of Partnership	___/___/___
<input type="checkbox"/> Corporation	Date of Incorporation	___/___/___
<input type="checkbox"/> Limited Liability Company (LLC)	Date of LLC	___/___/___

Number of years company has been owned and managed by present owner: _____

Identify the Principal(s) and/or Officer(s) of the company:

<u>Name(s) of Present Principals/Titles</u>	<u>% of Ownership</u>
_____/_____	_____
_____/_____	_____
_____/_____	_____
_____/_____	_____

Please identify the category under which certification of your business enterprise is minority owned, woman-owned, veteran-owned or owned by a person(s) with a disability. Select one or more of the following categories:

A minority is a person who is a citizen or lawful permanent resident of the United States and who is included in one of the following categories:

<u>Minority Category</u>	<u>Gender</u>	<u>% of Ownership</u>
<input type="checkbox"/> Black American	M / F	_____ %
<input type="checkbox"/> Hispanic American	M / F	_____ %
<input type="checkbox"/> Iberian Peninsula	M / F	_____ %
<input type="checkbox"/> Asian American	M / F	_____ %
<input type="checkbox"/> American Indians	M / F	_____ %
<input type="checkbox"/> Individual w/ a disability	M / F	_____ %
<input type="checkbox"/> Woman (circle below)	M / F	_____ %
<input type="checkbox"/> Veteran (circle below)	M / F	_____ %

White > Black > Hispanic > Iberian Peninsula > Asian > American Indian

“The undersigned swears the forgoing statements are true and correct and including all material information necessary to identify and explain the operations of _____ as well as the ownership thereof.”

Signature: _____

Title: _____

Date: _____

Corporate Seal (where appropriate)

REQUEST FOR QUALIFICATIONSS
Investigative Research

EXHIBIT C (7.1)

SUBCONTRACTOR CERTIFICATION

It is hereby represented by the Subcontractor (undersigned) as an inducement to the Department of Housing to consider the participation as requested herein, that to the best of my knowledge and belief, no information or data contained in the application or in the attachments are in any way false or incorrect, and that no material information has been omitted, including the financial statements. It is also hereby stated that the undersigned will comply with all program requirements for any approved activity and that the organization and its principals are not suspended or debarred as defined in 24 CFR part 5 Subpart A of the Code of Federal Regulations. The undersigned agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, the Connecticut Department of Environmental Protection, and other references are hereby authorized now, or any time in the future, to give the Department of Housing any and all information in connection with matters referred to in this response.

Certifying Representative

Type Name and Title: _____

Signature: _____

Date: _____