



Town of East Lyme

Public Works Department
108 Pennsylvania Ave.
Niantic, CT 06357

Request for Qualifications Design/Build Services – Renovation of Field Services Building

The Town of East Lyme is requesting design/build teams to submit qualifications to provide engineering and construction services pertaining to the conversion of a warehouse to a Field Services (Public Works) Building located at 8 Capitol Drive, East Lyme, Connecticut.

The Town of East Lyme wishes to combine the Public Works, Parks & Recreation and the Board of Education field services operations into one building. The intent is to reduce the redundant space needs for personnel, equipment and fleet. The renovated 30,000 S.F. facility will consist of employee office/administrative space, vehicle workshops, mower shop, single bay truck wash and multi-space equipment parking. The 3000 S.F. office area is to include offices, common area and locker rooms. The four vehicle workshop is to include lift and workstations. Overhead storage is required over the office area. This work includes all electrical, plumbing, HVAC, lighting and applicable appurtenances. Minimal site work is required to accommodate the new use.

The Town plans to short-list three to five design/build teams for this project. The short-listed teams will be given access to schematic plans and documents of the Town's vision for the facility. The qualified short-listed teams will be required to submit the team's vision, technical documents and cost proposals.

The Town will conduct an evaluation of the RFQ submittals. Evaluations will be based on the Design/Build team's qualifications to perform relevant work, level of experience with comparable projects, design/technical experience, the team's approach to management/supervision, the team's capacity and capability to perform a fast-track schedule and references. The Town reserves the right to accept such team or teams that it deems qualified and capable to serve the overall interest of the Town.

Required submittals by the Design/Build Team:

1. Completed AIA Form 305
2. Detailed team organizational structure under which the team proposes to operate on this project. Include all anticipated subcontractors.
3. Description of team arrangement, i.e. partnership, joint venture, etc.
4. Proof of design professional's experience with programming, design and construction of municipal public works facilities including a list of such projects completed within the past five years. Include client names and contact information.
5. Describe experience team members have in interacting with Zoning, Wetlands and public Agencies.
6. Proof of ability to bond the project.
7. Proof of contractor's and design professional's liability insurance.
8. A statement regarding the construction firm's safety records, citations and claims over the past five years.

Qualification packages must be enclosed in a sealed envelope which will be labeled with the firms' name and address in the upper left-hand corner. The envelopes shall prominently display the following statement, "Statement of Qualifications for Design/Build Services – Renovation of Field Services Building."

Qualification packages will be received in the office of the Director of Public Works, East Lyme Town Hall, Niantic, Connecticut, 06357 until 10:00 a.m. on July 23, 2010. The Statement of Qualifications shall be submitted on the letterhead of the Proposer(s) and shall be signed by a responsible officer(s) thereof. Qualification packages received after this time will be returned unopened.

By: Michael Giannattasio, P.E.
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