

# REQUEST FOR QUALIFICATIONS

## Project Management Services

North Central District Health Department  
Offices Headquarters  
31 North Main Street  
Enfield, CT 06082

Issue date: –February 1, 2019

Final Submission date: March 8, 2019

### QUESTIONS:

**Contact: Patrice Sulik Director, NCDHD**  
[psulik@ncdhd.org](mailto:psulik@ncdhd.org)  
860-745-0383, ext. 117

No questions will be accepted after February 22, 2019, 4:30 PM.  
Answers to all questions will be posted on the District's website, [www.ncdhd.org](http://www.ncdhd.org) by  
March 1, 2019 under the RFP menu tab.

2/1/19 Final

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## I. INVITATION TO SUBMIT

The North Central District Health Department, NCDHD, is seeking Project Management Services for renovations to NCDHD Headquarters, located at 31 North Main Street, Enfield, CT 06082. The building is two (2) stories and 6,134 square feet. The building will be occupied throughout the renovation project.

The Health District is seeking a qualified contractor that has experience working with municipalities, colleges, or Boards of Education on major renovations with a minimum of ten (10) years of experience. Expert knowledge of ADA regulations and HIPPA requirements is a must.

Proposals should be addressed and delivered to:

**Attn:** Patrice Sulik, Director of Health  
North Central District Health Department  
31 North Main Street  
Enfield, CT 06082

**The proposals must be sealed. Proposals will not be opened until the deadline for submission has expired. All Proposals shall be delivered by: March 8, 2019, 4:30 PM. No proposals will be accepted after the deadline.**

The documents to be included as part of this RFQ are as follows:

- (1) Request for Proposal (this document).

## II. GENERAL SCOPE OF SERVICE

(a) The contract entered between the NCDHD and the successful respondent will, among other things, provide a Guaranteed Maximum Price (GMP) for the total construction cost, provide for performance and payment bonds for the full value of the GMP, and will hold all trade licenses. The NCDHD anticipates the following general scope of services, but reserves the right to modify, add or delete services until agreed upon contract date.

- (1) Design Phase should include, but is not limited to:
  - (a) Design review and input;
  - (b) Total Project Schedule;
  - (c) Construction cost estimate (including total project cost, draft GMP and updated GMP);
  - (d) Value engineering and construction alternatives;
  - (e) Coordination and interface of the contract documents general conditions, special conditions, trade contractor bid packages, etc.;
  - (f) Construction Planning
  - (g) Development of construction management administrative methods and actions

- for complying with the accepted construction practices;
  - (h) Development of trade contractor bid packages and recommendation on the clarification of responsibilities for trade contractors;
  - (i) Market stimulation for trade contractor bidding; Construction trade contractor pre-qualifications;
  - (j) Site utilization planning before and during construction;
  - (k) Identification of significant direct purchase items and/or long lead items;
  - (l) Plans and Specification reviews including, but not limited to, design development construction documentation and constructability review.
- (2) Construction Phase will include, but not be limited to:
- (a) Project meetings;
  - (b) Scheduling, updates and planning; estimating, including final GMP;
  - (c) Bidding (selection of the trade contractors and/or material suppliers for the project and bidding must comply with the NCDHD procurement policies and procedures to the best of the Project Manager's ability);
  - (d) Guaranteed Maximum Price (not to exceed total for the costs of the physical construction and the general conditions necessary for the total construction of the project);
  - (e) Trade contract procurement and administration;
  - (f) Cost control;
  - (g) Project record keeping;
  - (h) Direct purchasing of materials to recover sales tax in coordination with the NCDHD State requirements;
  - (i) Site management such as project control, site housekeeping, construction materials waste management plan, supervision, scheduling, planning, quality assurance, quality control, safety, etc.;
  - (j) Physical construction;
  - (k) Information Management;
  - (l) Change Orders/claims management
  - (m) Permitting;
  - (n) Special inspection coordination;
  - (o) Reporting;
  - (p) Shop drawings submittals/document control/field "as built" surveys;
  - (q) Substantial completion, final completion, warranty compliance inspection, building commissioning, etc;
  - (r) Move in and occupancy coordination, as needed;
  - (s) Warranty Management
  - (t) Punch List Management and Completion

### III. TIMELINE OF THE RFQ PROCESS

The following timeline will be followed:

**Issue RFQ:** February 1, 2019

**Mandatory Site Visit:** February 15, 2019

**RFQ due back from qualified firms:** March 8 ,2019, 4:30 PM

**Interviews:** Will be scheduled with select candidates after proposals have been reviewed.

#### **IV. INSURANCE REQUIREMENTS**

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

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

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

The amounts of insurance available to the NCDHD as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies or the amounts specified below, whichever is greater. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to the NCDHD.

The proper name for the entity to be named as additional insured is: "North Central District Health Department, and/or related or affiliated entities."

Evidence of compliance with these requirements is with the ACCORD Form 25, "Certificate of Liability Insurance", plus copies of any required additional insured endorsements. Certificates should be sent to: Patrice Sulik, Director, NCDHD, 31 North Main Street Enfield, CT 06082.

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

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

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

<b>Workers' Compensation</b>	Liability meeting statutory limits mandated by the state and Federal laws with minimum limits of: \$500,000 each accident for bodily injury by accident \$500,000 each employee for bodily injury by disease \$500,000 policy limit for bodily injury by disease  Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see above).
<b>Employers Liability</b>	\$500,000 each accident Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see above).
<b>Professional Liability</b>	\$2,000,000 per occurrence/\$5,000,000 aggregate. Maximum deductible \$100,000. Extended reporting period for six (6) years following termination of this agreement.

## V. WRITTEN PROPOSAL

Responses will be evaluated based on the written document; therefore, the documents must be complete, concise and clear as to the intent of the respondent. In order to maintain competitiveness and for ease of evaluation, responses to this RFQ must be responsive to the following and presented in this format and order:

All responses to this RFQ must be presented as 8 ½" x 11" bound hard copies. The information must be tabbed according to each requested section. Each side of each page must be numbered consecutively including letter of interest, brochures, licenses, resumes, supplemental information, etc.

Responses must be limited to fifty (50) pages. Additional information is included on those pages. Work product samples (reports, schedules, etc. provided in response) will not be counted in the fifty (50) page limit.

Package the Work Product Samples separately from the response, labeling the sample clearly.

**Provide ten (10) copies of the proposal and the work product sample package.** Any proposals exceeding the fifty (50) page limit may be disqualified.

A minimum of three (3) references from projects performed on occupied buildings is required.

**Proposals shall be submitted to:**

**Patrice Sulik, Director of Health  
North Central District Health Department  
31 North Main Street  
Enfield, CT 06082**

Submissions are to be clearly identified with the title; **NCDHD Project Management Services Proposal. Attention: Patrice Sulik, Director**

**VI. GENERAL TERMS AND CONDITIONS**

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

- (1) **Acceptance or Rejection by NCDHD** – NCDHD reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the NCDHD. Respondents whose proposals are not accepted will be notified in writing.
- (2) **Ownership of Documents** – All proposals submitted in response to this RFQ are to be the sole property of the NCDHD and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
- (3) **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the NCDHD unless stated otherwise in the RFQ or contract.
- (4) **Timing and Sequence** – Timing and sequence of events resulting from this RFQ will ultimately be determined by NCDHD.
- (5) **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
- (6) **Amending or Canceling Requests** – The NCDHD reserves the right to amend or cancel this RFQ prior to the due date and time, if it is in the best interest of the NCDHD to do so.
- (7) **Rejection for Default or Misrepresentation** – The NCDHD reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.



- (8) **Clerical Errors in Awards** – The NCDHD reserves the right to correct inaccurate awards resulting from its clerical errors.
- (9) **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.
- (10) **Changes to Submissions** – No additions or changes to the original RFQ will be allowed after submittal.
- (11) **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFQ will become part of any contract award.
- (12) **Rights Reserved to Brooklyn** – the NCDHD reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the NCDHD will be served.
- (13) **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by NCDHD.
- (14) **Cost of Preparing RFQ** – The NCDHD shall not be responsible for any expenses incurred by the organization in preparing and submitting an RFQ. An RFQ shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

**Firm Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_  
 (Please Print) (Phone Number)

\_\_\_\_\_  
 (Email)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_