

BRIDGEPORT LIBRARY

Bridgeport Public Library
925 Broad Street
Bridgeport, CT 06604

REQUEST FOR QUALIFICATIONS RFQ # ????

CONSTRUCTION PROJECT MANGAMENT SERVICES
FOR
BRIDGEPORT PUBLIC LIBRARY

Due by 2:00 PM on ????

Pedro J. Silva, Buyer
City of Bridgeport
Department of Public Purchases
Margaret E. Morton Government Center
999 Broad Street, 2nd Floor Bridgeport, CT 06604

DEPARTMENT OF PUBLIC PURCHASES
Margaret Morton Government Center
999 Broad Street 2FL
Bridgeport, CT 06604

Request for Qualifications and Proposals

Bridgeport Public Library Construction Project Manager

.....

SEALED QUALIFICATIONS will be received by the Purchasing Agent on the following until 2:00 p.m., ??????

Three (3) hard copies and one (1) electronic copy on a USB drive in pdf format, sealed Request for Qualifications (RFQs) for a **Construction Project Manager to successfully deliver the Phase II Renovation Project for the Lower East Side Library Branch of Bridgeport Public Library** will be received by the Department of Public Purchases, Margaret Morton Government Center, 999 Broad Street, Bridgeport, CT 06604 until **2:00 p.m., ????** and then at said office publicly opened for the following:

Intent

The Board of Directors of the Bridgeport Public Library seek written and sealed proposals from qualified Construction Project Managers to successfully deliver on time and on budget the \$2M Phase II Renovation Project for the Lower East Side Branch Library that will result in a two floor, full-service library branch.

Background

The City of Bridgeport is a racially and ethnically diverse community of approximately 147,000 residents. Children under 18 make up 17% of the population. The city is defined by several neighborhoods such as the North End, the East Side, the East End, Black Rock and the South End. Residents proudly identify with their own neighborhoods, yet the affinity of being connected to the entire City of Bridgeport is strong. While parts of the city are economically distressed, Bridgeport is strengthened by its multi-lingual and culturally rich neighborhoods.

Over the past decade, the public has demonstrated support for Bridgeport Public Library by voting positively in citywide referendums to increase funding for the library through tax dollars. This outpouring of public support has emboldened the Library's Board of Directors and professional library staff to launch a campaign to modernize both library facilities and services. In the coming years three newly built or renovated branches will be opened in different city neighborhoods, making Bridgeport Public Library the hub of community engagement, interactive learning and personal/civic growth.

Information on Bridgeport Public Library initiatives and goals may be found at the Library's website: www.bportlibrary.org. Data regarding the Library's collection and usage may be found at libguides.ctstatelibrary.org.

East Side Branch Library Renovation – Phase II Project

State Public Library Construction Grant 015B-SC-18 Bridgeport Public Library Lower East Side Branch Library Program Narrative The construction will include roof repair and replacement, façade improvements, signage, a new elevator servicing the three levels, restoration of original staircase to second floor, a staircase to the lower level to be added to give direct egress to outside, a new HVAC system will be installed for the basement and second floor and any improvements required to meet fire and building code. The completed facility will provide approximately 14,000 square feet of space for a full-service branch library in the heart of the East Side of Bridgeport. These improvements to the existing building will benefit the neighborhood by bringing a range of library services to expand the impact that the library has made since opening in February. The Children’s and Teens’ areas will be moved to the newly renovated second floor and provide collections and programs to promote literacy. The Children’s area will be expanded to include space for a story time area and an area for up to ten computer stations. A dedicated Teen Space will have increased area for computers, gaming, and makerspace activities and an area for quiet study. A Community/Programming room will be designed for after-hours access on the first floor. Smaller meeting and study rooms will be built on the second floor to for various purposes. The lower level will be finished to create additional space for future public and staff use. Bathrooms will be added to the new public use areas, including the lower level and second floors of the building.

Timeline

RFQ Solicitation Process:

All information and forms will be posted on www.bidsync.com and all questions will be asked and answered there as well as be available through the Contact Person at the City’s Purchasing Dept. RFQ Response Filing Timeline:

Tentative timeframe, which the City of Bridgeport reserves the right to alter in its sole discretion, is as follows:

RFQ Published on BidSync- **Friday, August 21, 2020**

Pre-RFQ Meeting-

Deadline for Questions on BidSync- **Monday, September 7, 2020**

Deadline for answers to questions published on BidSync- **Tuesday, September 8, 2020**

Deadline for Submittal of RFQ responses - **Determination of Short List based on Responses- Thursday, September 17, 2020**

Pre-RFQ Meeting:

There will be an appointment only **NON-MANDATORY** pre-proposal conference review, on **Date....** It will be held at the **Burroughs Library - 925 Broad Street, Bridgeport CT, 06604.** Contact **Elaine M. Braithwaite** to make appointment – **(203) 576-7400 EXT. 430**

GENERAL CONDITIONS

The city reserves the right to reject any or all offers received. There are no competitive bid obligations. Following receipt of the Request- For-Qualifications, the city is not obligated to go forward with the awarding of the professional services contract.

This solicitation does not constitute a formal bid or contract for services. The selection qualification statement will be used as the basis for negotiations as to final scope of work and compensation plan and will lead to a formal contract with a preferred vendor.

The individual or firm selected will be expected to abide by City of Bridgeport – Code of Ethics.

The information supplied by the consultant may not be withdrawn for a period of sixty- (60) days from the due date in order to give city officials an opportunity to evaluate the proposals and determine if an award should be made.

The bidder must not discriminate, nor permit discrimination against any person on the grounds of race, color, national origin, sexual orientation, religion, sex, disability, or veteran status, in their employment practices, in any of their contractual arrangements, in all services and accommodations they offer the public, and in any of their other business operations.

Selection Panel

A selection panel made up of **five** persons will be established to review and evaluate all submissions. The panel will consist of **(1) the City Librarian, (2) one member of the Library Board's Building Committee, (3) the Head of Public Facilities Department, (4) the Deputy Director of the Office of Planning and Economic Development, and (5) the Head of Maintenance of the Library.** Panel members may appoint a designee to represent their interests and to participate in their stead with respect to any or all of their duties and responsibilities as a member of the selection panel. The City reserves the right to add to, subtract from or otherwise modify or amend the selection panel prior to the commencement of the bidder evaluation process in the best interests of the City.

Criteria for Selection

Qualifications of Candidate (40 points)

- Resume
- Three examples of successful completion of similar public construction projects.
- List a minimum of three current references. Include contact name, firm or agency, phone number or email and a summary of similar services provided.

Approach (30 points)

- Submit a brief narrative illustrating your understanding of Construction Project Management in a municipal environment where knowledge of governmental processes is equally as important as knowledge of Construction, trades, bidding and costing, etc.
- Explain your methodology regarding quality, prioritizing, multi-tasking and cost control.
- References: Three (3) recent references from municipal clients.

Fee Schedule (20 points)

- Provide a detailed Statement of Fees

Demonstrated Commitment to the Local Economy (10)

- Evidence of commitment to the City of Bridgeport and the local economy

The Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or 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 the City.

All Consultants located or owning property in the City of Bridgeport shall assure that all real and personal property taxes are paid. The City will verify payment of all real and personal property taxes by the Contractor prior to the award of any contract.

The City of Bridgeport is tax exempt and the appropriate certificates will be furnished to the consultant upon selection. Do not include in your quotation taxes for which the City is not liable, as tax exemption certificates will be furnished upon request.

Certificates of Insurance required shall be furnished to the Department of Public Purchases, Margaret Morton Government Center, 999 Broad Street, Bridgeport, CT 06604 and must be shown as issued to the City of Bridgeport as a named insured party.

The City may make such investigation as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City all such information.

No bidder may withdraw this bid within 60 days after the actual date of the opening thereof.

It is hereby understood, agreed and acknowledged that upon award of the successful bid the undersigned bidder shall be bound and obligated to perform for the City of Bridgeport in accordance with the Terms, Obligations, Conditions, and Specifications as set forth in this bid and the Invitation to Bid. Any unauthorized changes, revisions or alterations of this contract and/or of the Terms, Conditions, and Requirements herein shall deem this document to be null and void. This bid and the Invitation to Bid shall be an enforceable contract between the City and the undersigned bidder.

Bid Submission: Sealed Qualifications must be received and time-stamped prior to bid closing time. No bid received after bid-closing time will be considered. To assure that your bid received priority treatment within our mailing systems please mark as follows.

Bid Number, Due, Date & Time

**???? – Request for Qualifications and Proposals – Construction Project Manager
due 2:00 PM, ????**

The City assumes no responsibility for envelopes not marked accordingly.

Late Qualifications: It shall be the sole responsibility of the bidder to pay for any type of delivery service charge, and to see that his/her bid is received on time. The clock used shall be the Purchasing Agent's official date and time stamp clock. The City does not assume financial responsibility for late deliveries by the U.S. Postal System or any other delivery service

The City reserves the right to waive any informality or to reject any or all Qualifications in part or whole in the best interest of the city.

The City reserves the right to add or delete to the scope of services as required by, or convenient to, the City.

The successful bidder must agree to all terms and conditions negotiated with the City in order to be entitled to contract with the City and must execute a written professional services contract satisfactory to the City.

In the event that more than one bidder is awarded an agreement to perform work for the City pursuant to this RFQ, then the City may in its discretion allocate the work from time-to-time and in its discretion may shift work from one consultant to another.

Any selection of a bidder under this RFQ is contingent upon, and subject to, the approval of the selection process and decision by the City's Board of Public Purchases, as appropriate.

The Agreement with the awarded consultant will include all provisions mandated by local, State and federal requirements including those pertaining to equal employment opportunity.

COMPANY NAME	DATE
ADDRESS	NAME OF OFFICER CO/CORP (Please print)
TELEPHONE	AUTHORIZED SIGNATURE

FAX

E-MAIL ADDRESS

DATE

CONTRACT AWARD SIGNATURE

EMPLOYERS FEDERAL I.D. NUMBER OR
SOCIAL SECURITY NUMBER

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DRAFT