

***TOWN OF CLINTON***

**HOPE PARTNERSHIP  
XENOLITH PARTNERS**

**ABRAHAM PIERSON SCHOOL**

**ARCHITECT REQUEST FOR  
QUALIFICATIONS**



## **I. INTRODUCTION**

The Town of Clinton (“Town”), HOPE Partnership and Xenolith Partners CT LLC (“Co-Developers”) invite you to submit qualifications for architectural design services for the Abraham Pierson School Project located at 75 East Main S. Clinton, CT 06413.

All communications concerning the Request for Qualifications (RFQ) shall be directed to Andrea Kretchmer of Xenolith Partners CT LLC at [andrea@xenolithpartners.com](mailto:andrea@xenolithpartners.com).

***Potential Respondents shall not contact Town staff or elected / appointed officials directly. Any contact related to this procurement with members of Clinton Town Council, Town of Clinton elected or appointed officials or Town employees other than the contact person shown above, during the procurement process, could result in disqualification of an application.***

## **REQUEST FOR QUALIFICATIONS**

The Town is seeking qualification packages from architectural firms with experience in affordable multifamily housing developments for the redevelopment of historic Abraham Pierson School into up to 50 units of residential senior apartments funded by 4% Low Income Housing Tax Credit (LIHTC’s) and Historic Tax Credits (HTC’s).

**STAFF CONTACT:** Questions and requests for information should be directed via email to [andrea@xenolithpartners.com](mailto:andrea@xenolithpartners.com).

## **II. INVITATION TO SUBMIT QUALIFICATION PACKAGES**

The purpose of this Request for Qualifications (RFQ) is for the Town to procure Architectural Services for development of Abraham Pierson School into up to 50 LIHTC units.

Services required may include but are not limited to architectural design; site and development planning; master planning; structural/mechanical/electrical/civil engineering; landscape architectural; historical preservation, green/energy efficient and utility conservation review and design; and other related services required for completion of work items.

A qualified firm will be licensed and registered to do business in the State of Connecticut, and will have extensive experience in preliminary designs and feasibility studies; zoning rules and regulations; development of design and construction documents; cost estimates and analysis; assessment and planning for remediation of environmental conditions, bid proposal evaluations; product/material submittal reviews; contract administration; construction summary observations; as built drawings; and physical property assessments.

In addition to providing the services above, a qualified firm may be expected to attend and present at meetings of the Clinton Town Council, as well as obtain plan approvals and work with Town agencies and officials as needed.

Respondents must agree to follow all applicable federal and state statutes and regulations regarding Affirmative Action.

To be considered, Respondents must submit a qualification package in response to this RFQ in the manner prescribed herein.

### **III. THE PROJECT**

The Project is the redevelopment of a historic 1932 school into up to 50 residential apartments for senior residents. HOPE Partnership of Essex, CT and Xenolith Partners CT LLC of New York, NY have been selected by the Town of Essex as Preferred Developers to work together on the Project. It is the intention of the Town and Co-Developers to preserve the exterior of the building as well as the gymnasium which is to be used for community space. The School is listed on the National Register of Historic Places and is part of the Clinton village Historic District. The Project will be funded using LIHTC's and HTC's. It is the intention of the Town and Co-Developers that Xenolith and HOPE will purchase and own the building.

The goal is to commence construction in the second half of 2025.

### **IV. SCOPE OF SERVICES**

The selected architectural firm will be retained by Co-Developers to provide the following services

1. Refine, clarify, and define Co-Developer's project descriptions and requirements as necessary to develop a schematic design of the project
2. Lead master planning process including incorporation of any needed environmental remediation.
3. Respond to all comments and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.
4. Prepare A/E cost estimates for the project.
5. Attend and present at Town of Clinton Town Council, Planning & Zoning Commission, and other official meetings as necessary to help secure necessary plan approvals.
6. Provide complete construction documents that conform with generally accepted architectural and engineering standards and are in accordance with all applicable codes and regulations (i.e., Housing and Urban Development (HUD), Department of Housing (DOH), Connecticut Housing Finance Authority (CHFA), Town of Clinton Planning & Zoning, etc.)
7. Provide specifications that reflect current requirements, standards, and product availability.

8. Supply necessary plans, forms, and reports to submit for project financing through the DOH, CHFA, and other funding sources.
9. Provide services to assist Co-Developers in the bidding and award of the construction contract.
10. Provide construction administration services during the construction phase.

These services may include all trades deemed necessary to complete the plans and specifications in order for Co-Developers to have all the necessary documents required for approvals and construction.

## **V. THE CONTRACT**

The final Contract between Owner and Architect will be B101-2017 Standard Form of Agreement Between Owner and Architect AIA with standard general and supplemental conditions.

The most responsive and responsible respondent as determined by Town/Co-Developers in its sole and absolute discretion will be selected to enter into contract negotiations with Town/Co-Developers in accordance with the terms set forth in this RFQ and the successful respondent's RFQ Response.

The Contract shall contain all terms, provisions and forms required to comply with all state and federal regulatory requirements, whether or not identified herein.

In the Contract, the Town and Co-Developers will require language in any agreement, to terminate any such agreement in whole, or in part, for either's convenience or the failure of the selected firm to fulfill the contract obligations (cause/default).

The Town and Co-Developers shall reserve exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials and documents prepared, created or obtained by the selected firm in furtherance of the Project in the event of termination.

In the event that insufficient funds are appropriated and budgeting or funding is otherwise unavailable in any fiscal period for this Project, the Town and/or Co-Developers shall have the unqualified right to terminate the Agreement upon written notice to the selected firm, without any penalty or expense to the Town or Co-Developers. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any firm(s).

The consultant or architectural/engineering firm shall furnish evidence of the following forms of insurance from a company with B+ or better rating in the current edition of Best's Rating Guide which must be maintained through completion of the scope of work.

1. Professional Liability: Minimum Coverage \$5,000,000
2. Comprehensive General Liability with broad form Comprehensive General Liability endorsement and auto (non-owned and hired): Minimum Coverage \$1,000,000
3. Worker's Compensation and Employer's Liability: Minimum Coverages \$100,000 each employee, \$500,000 policy limit

4. Automotive Liability (owned vehicles), if applicable: Minimum Coverage \$1,000,000
5. Valuable Papers Destruction Policy in an amount sufficient to cover loss or damage to originals or reproductions, whether they be tracings, blueprints, specifications, manuscripts, data, disks, etc.
6. The Contractor must provide a copy of each applicable policy to the Co-Developers. Binders are not acceptable. Insurance coverage must be maintained for three years after completion of the project. All insurances must include the following endorsements:

**Town of Clinton / HOPE Partnership / Xenolith Partners CT**

## **VI. SUBMISSION INSTRUCTIONS**

**SUBMISSION PROCESS:** Qualification packages may be submitted via email to **andrea@xenolithpartners.com**.

Qualification packages must be received no later than 5:00pm EST on Friday, July 12, 2024.

In submitting a response to this RFQ, the Respondent acknowledges that Co-Developers shall not compensate the Respondent for any submission or contract negotiation costs, including costs for preparation, appearances, interviews, and/or travel expenses.

To maintain a fair and impartial competitive process, written questions will be the only opportunity for Respondents to inquire as to form and content. Co-Developers will only answer written inquiries received by e-mail before the submission deadline. Please send inquiries to **andrea@xenolithpartners.com**.

**Each submission must contain the following information:**

1. Signed Cover Letter on Company Letterhead
2. Firm Overview
  - Detailed explanation of the firm's history, size, office locations, and services offered
  - Description of firm's commitment to diversity, equity, and inclusion
3. Project Approach
  - Detailed explanation of the firm's project design approach and methodology, as it relates to the project and scope of services described in this RFQ.
4. Technical Capabilities
  - Detailed explanation of the firm's capacity and experience in any or all of the following areas: master planning, urban planning, transit-oriented development, community design charrettes, CHFA and DOH multifamily design standards, Americans with Disabilities Act (ADA) accessibility design standards, sustainable design, National Park Service (NPS) and (State Historic Preservation Office (SHPO) engagement protocols, and in-house engineering services
5. Project Experience Past Five (5) Years
  - The Respondent should include projects that have been completed and are comparable to the Project as described in this RFQ, including projects completed in Clinton, CT or with the Clinton Housing Authority

6. Client References
  - The Respondent must provide a list of five (5) past clients that may be contacted by Co-Developers as well as two (2) reference letters (as listed under “Attachments”)
7. Written Qualifications and/or Resumes of Key Personnel
8. Fee Structure
  - To be submitted under separate cover in a sealed envelope.

**Attachments:**

- Signed RFQ Certification
- Copy of business licenses and Connecticut registration
- Copies of any federal or State of Connecticut minority- and/or women-owned business certifications, if applicable
- Two (2) reference letters from recent clients
- Signed Debarment Certification

All qualification packages submitted on or before **Friday, July 12, 2024 at 5:00PM EST** will be reviewed by Co-Developers staff for compliance with the submission requirements of the RFQ.

**VII. SCHEDULE**

<b>RFQ ISSUANCE DATE</b>	<b>May 28, 2024</b>
<b>SITE VISIT</b>	<b>June 13, 2024, 10:00 am</b>
<b>WRITTEN QUESTIONS DUE</b>	<b>June 25, 2024</b>
<b>SUBMISSION DEADLINE</b>	<b>July 12, 2024</b>
<b>INTERVIEWS CONDUCTED</b>	<b>July 29-August 9, 2024</b>
<b>GENERAL CONTRACTOR SELECTION</b>	<b>August 16, 2024</b>

## **VIII. SELECTION PROCESS**

Selection will be by committee rating and ranking based on each response with points being assigned as follows:

• Capacity	25 pts
• Demonstrated Experience	25 pts
• Project Approach	25 pts
• Fee structure proposal (in sealed envelope)	25 pts
TOTAL POINTS	100

A selection committee, made up of Town and Co-Developers' representatives shall meet to evaluate each response.

Based on the above criteria, all responsive respondents will be rated and ranked, shortlist candidates will be identified and interviews will be scheduled between July 29<sup>th</sup> and August 9<sup>th</sup>, 2024.

The Co-Developers intend to negotiate with the top ranked firm with the intention to reach an agreement on a fair and reasonable price for basic services and the hourly rate fee of the firm's staff. If an agreement cannot be reached, Co-Developers will terminate negotiation with the firm and proceed to the next highest rated firm until a price determined to be fair and reasonable to both parties is obtained.

Upon successful negotiation of an agreement, Co-Developers will recommend award pending the approval of the Town.

## **VIII. MISCELLANEOUS PROVISIONS**

1. Responses to this RFQ shall be prepared at the sole cost of the respondent. Town/Co-Developers shall not reimburse for any expenses incurred in connection with this RFQ including, but not limited to, the cost of preparing the initial response and any additional information requested, or travel or other expenses incurred.
2. Town/Co-Developers, in their sole and absolute judgment, reserve the right to (i) amend, modify or withdraw this RFQ, (ii) revise any requirements to this RFQ, (iii) require supplemental statements or information from any respondents to this RFQ, (iv) accept or reject any or all responses to this RFQ, (v) renegotiate or hold discussions with any respondent(s) to this RFQ, and allow such respondent(s) to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate responses which are late, incomplete, or unresponsive to the RFQ, and (vi) cancel and revise, in whole or in part, this RFQ if Town/Co-Developers, in their sole and absolute discretion, deem it to be in their best interests.
3. Town/Co-Developers may exercise any or all of the foregoing rights at any time without notice and without liability to any Respondent to this RFQ or any other party.

4. Responses to this RFQ shall become the property of Town/Co-Developers and shall become matters of public record as required under state and federal law.
5. Town/Co-Developers may request from a Respondent any or all submitted material in an electronic format.
6. By submitting its proposal in response to this RFQ, each Respondent accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by Town/Co-Developers.
7. Attempts at oral/verbal changes, modifications, or withdrawals of any Response will not be recognized and will be disregarded. Written modifications will not be accepted after the RFQ Submission Deadline.
8. Co-Developers reserve the right to request clarifications of information as necessary of one or more Respondents after the RFQ Submission Deadline.
9. Submissions shall be firm for a period of 90 days following the RFQ Submission Deadline.
10. All submissions shall be made without any prior understanding, agreement, or accord with any other person submitting a qualification package for the same service. By delivering a response to this RFQ, the Respondent represents that their submission is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.
11. The Respondent certifies by submission of a proposal that it is not a debarred, suspended, or ineligible contractor by any Agency of Federal or State government. No proposal received from a debarred, suspended, or ineligible contractor will qualify for award.
12. The Respondent certifies by submission of a proposal that it has no identity of interest with any member of the Development Team as described above.



**IX. CERTIFICATIONS**

**RFQ FOR ARCHITECTURAL SERVICES**

**The Town of Clinton / HOPE Partnership / Xenolith Partners CT LLC**

**RFQ CERTIFICATION**

I certify that any and all information contained in this RFQ is true.

I certify that this RFQ is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFQ for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud.

I certify that this firm has no identity of interest with any known member of the development team.

I agree to abide by all terms and conditions of the RFQ.

**Company Name:**

**Address:**

**Phone:**

**Authorized Representative**

**Name:**

**Title:**

**Signature:**

**Date:**

## **RFQ FOR ARCHITECTURAL SERVICES**

**Town of Clinton / HOPE Partnership / Xenolith Partners CT LLC**

### **DEBARMENT CERTIFICATION**

The undersigned, a Respondent of the Request for Qualifications (RFQ) issued by the Town, hereby certifies to the Town on behalf of itself and each member of Respondent's team, as follows:

In accordance with HUD 24 CFR 85.35, Respondent certifies that neither Respondent nor any member of the Respondent's team is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549 "Debarment and Suspension."

#### **Authorized Representative**

**Name:**

**Title:**

**Company:**

**Signature:**