

KILLINGLY BOARD of EDUCATION

**REQUEST FOR QUALIFICATIONS
For
ENGINEERING & ARCHITECTURAL
On call
SERVICES
In the
KILLINGLY SCHOOL SYSTEM**

Robert Angeli Superintendent
February 2023

ON BEHALF
of the
KILLINGLY BOARD of EDUCATION

KILLINGLY ENGINEERING DEPARTMENT

REQUEST for QUALIFICATIONS

For
ENGINEERING, ARCHITECTURAL & MEP DESIGN
On call
SERVICES
In the
KILLINGLY SCHOOL SYSTEM

The Town of Killingly Board of Education (BOE) is seeking a Qualification Package from experienced firms licensed in the State of Connecticut to provide on call Engineering, Architectural and Mechanical, Electrical, Plumbing (MEP) design services at the following locations:

- Central Office, 79 Westfield Avenue
- Goodyear School, 22 Williamsville Road
- Intermediate School, 1599 Upper Maple Street
- Central School, 60 Soap Street
- High School, 226 Putnam Pike
- Killingly Memorial School, 339 Main Street

The successful bidder will be expected to perform site visits, evaluate existing conditions, develop complete plans and cost estimates and make recommendations and presentations to the BOE for consideration and approval.

Once the BOE authorizes the work the successful bidder will complete the design, develop plans and specifications, bid the project, review the bids, recommend the award, and provide all construction administration services and inspections during the project.

A mandatory site walk will be held on **March 2, 2023 at 10:00 AM**. All persons attending will meet at the Central Office 79 Westfield Avenue, Killingly CT 06239 to sign in.

Any questions must be submitted in writing to the Town Engineer before **2:00 PM March 13, 2023**. Any response or addendum will be issued by **5:00 PM March 16, 2023**.

The RFQ will be received by the office of the Town Engineer located in the Killingly Town Hall 172 Main Street until **2:00 PM March 23, 2023**. At which time they will be turned over to the BOE for review and award.

The RFQ must contain at a minimum:

- The qualifications of all the staff involved in the project
- A list of references and similar projects
- State or Federal licensing /registration of the Company
- Certificate of Insurance
- A schedule of anticipated tasks
- A price list for on call services in a separate sealed envelope marked **“PRICE LIST REQUEST for QUALIFICATIONS For ENGINEERING & ARCHITECTURAL On call SERVICES In the KILLINGLY SCHOOL SYSTEM”**

GENERAL COMMENTS:

The BOE must be copied on all correspondence and inspection, data reporting and plan submittals. All data, plans etc. must be provided to the BOE in hard copy and pdf format or other format suitable to the BOE. All plans and documents relating to this project are the property of the BOE.

All work must comply with the appropriate building codes.

Deliverables

- **Six (6)** copies of the Qualification Package must be submitted in sealed envelopes marked **“REQUEST for QUALIFICATIONS For ENGINEERING & ARCHITECTURAL On call SERVICES In the KILLINGLY SCHOOL SYSTEM”**
- **Six (6)** copies of the Price list must be submitted in separate sealed envelopes marked **“PRICE LIST REQUEST for QUALIFICATIONS For ENGINEERING & ARCHITECTURAL On call SERVICES In the KILLINGLY SCHOOL SYSTEM”**

Award:

The RFQ’s will be examined by the review panel and the top 3 applicants will be interviewed to go over their proposal. Once the interviews have been completed the review panel will make their selection. At which time the selected applicants price envelope will be opened. The BOE will examine the price proposal and may enter into an agreement with the applicant or enter negotiations to refine costs or scope of work. If an agreement cannot be reached the same process will repeat with the next applicant.

The BOE reserves the right to accept or reject any proposal in part or in whole when it is deemed to be in the best interest of the BOE.

The BOE is an equal opportunity employer.