



REQUEST FOR QUALIFICATIONS

FOR

OWNER'S REPRESENTATIVE SERVICES

**MAGNET PRE-K SCHOOL
GREATER HARTFORD LOCATION
TO BE DETERMINED**

ISSUED: July 25, 2022

DUE: 3:00 pm on August 19, 2022

I. PROJECT DESCRIPTION

Goodwin University, Inc. (“Goodwin”), on behalf of Goodwin University Magnet Schools, Inc. is soliciting statements of qualifications to serve as Owner’s Representative (“OR”) for State Project # 542-0007. Goodwin is currently searching for an appropriate building in Greater Hartford to renovate for use as a Magnet Pre-K school for up to 300 children, ages three and four.

An Owner’s Representative is being sought to provide comprehensive project management services for the design, renovation/construction, site improvements, transition to occupancy and close out phases of this project to be funded through the State of Connecticut, Department of Administrative Services’ Office of School Construction Grants (OSCGR).

This RFQ is not a contract offer, nor does it confer any rights to respondents or obligations on Goodwin. A minimum of four (4) respondents will be asked to interview and provide a fee proposal.

The selected firm will report the Goodwin University Magnet School System Building Committee (Building Committee).

II. SCOPE OF SERVICES

The OR’s services shall include, but are not limited, to:

A. Pre-Construction/Design Phase

1. Prepare Education Specification for filing with the State Department of Education
2. Prepare master project schedule for all parties in conformance with Departments of Education and Administrative Services requirements. Update as required during life of the project.
3. Prepare Request for Qualifications/Proposals for project architect, consulting engineer and all necessary design professionals, and coordinate contracting with Goodwin
4. Coordinate design development with contracted firms for compliance with State of Connecticut agencies including the Departments of Education and Administrative Services
5. Prepare, coordinate and file all applications for State of Connecticut review and approval; maintain contact with appropriate State offices as a means of monitoring application processing
6. Assemble and coordinate the work of the project team and establish the process for regular reporting to Goodwin

7. Prepare procedures for monitoring expenses
8. Review design drawings and final construction drawings
9. Coordinate all project applications, plans and specifications to all local, state and federal agencies of cognizance for required administrative and technical approvals
10. Make required presentations to appropriate local boards and commissions, State agencies and Goodwin Board of Trustees and committees.
11. Develop and implement a process for review, approval and processing of all requests for payment by project team members
12. Prepare and submit regular activity reports and meeting minutes to Goodwin
13. Maintain copies of all project record documents, including meeting minutes, presentations and approvals, plans and specifications, project financial records, etc.
14. Comply with all State statutes and regulations related to public school construction.
15. Maintain timely communications with Goodwin

B. Construction Phase

1. Prepare Request for Qualifications/Proposals for construction manager; assist and monitor all construction bidding processes including preparation of bid packages
2. Coordinate and monitor activities of the project team
3. Monitor construction progress against schedule and budget; oversee and coordinate detailed project cost estimating and reconciliation between estimates and budget
4. Prepare and submit all monthly billing packages
5. Develop and implement a process for review, approval and processing of change orders and requisitions for payment
6. Provide oversight for efficient and comprehensive communications and tracking of critical project elements, including Requests for Qualifications/Proposals, bids, change orders, submittals, addendums, specifications, schedules, long lead items, insurance certificates, etc.

7. Assist in monitoring construction manager, contractor and subcontractor compliance with local, state, and federal requirements.
8. Attend and represent owner at all job meetings; make regular field visits; resolve disputes as needed.
9. Prepare and submit weekly activity reports and meeting minutes to Goodwin
10. Comply with all State statutes and regulations related to public school construction.
11. Maintain timely communications with Goodwin

C. Transition/Close Out Phase

1. Continue coordination of project team activities
2. Schedule transition from construction to building occupancy; coordinate delivery and installation of furniture, fixtures and equipment
3. Coordinate faculty/staff training on newly installed equipment; coordinate training for custodial staff on all building systems; recommend maintenance/service contracts for plant operations
4. Monitor punch list activities
5. Work with project team to obtain Certificate of Occupancy
6. Develop and implement a process for review, approval and processing of all requests for payment by vendors
7. Prepare and direct all final close out filings, including grant reimbursement applications, with appropriate State agencies; maintain contact with appropriate State offices as a means of monitoring close out process
8. Prepare and submit regular activity reports and meeting minutes to Goodwin
9. Comply with all State statutes and regulations related to public school construction.
10. Maintain timely communications with Goodwin

III. REQUIRED QUALIFICATIONS

Goodwin requires the following, minimum qualifications:

- A.** Demonstrated experience providing Owner's Representative services for three (3) or more public school projects of similar size and scope in Connecticut
- B.** Demonstrated experience providing Owner's Representative services for multiple school districts or magnet school providers in Connecticut
- C.** Demonstrated project management and leadership skills, including, but not limited to, construction oversight, change order evaluation, project scheduling, budgetary oversight and dispute resolution
- D.** Demonstrated experience working collaboratively with consultants, contractors and sub-contractors
- E.** Demonstrated experience processing and receiving owner reimbursements for public and/or magnet school projects
- F.** Extensive knowledge of local permitting and State of Connecticut, Departments of Education and Administrative Services program requirements
- G.** Demonstrated experience with project closeouts and completions

IV. SUBMISSION REQUIREMENTS

Ten (10) hard copies and one (1) electronic copy (PDF) are due no later than 3:00 pm on August 19, 2022, addressed to:

Bryant L. Harrell
Senior Vice President for Facilities, IT & Security
Goodwin University
One Riverside Drive
East Hartford, CT 06118

Please deliver proposals to the Front Desk at One Riverside Drive (GPS should be set to 211 Riverside Drive)

Proposals shall include:

A. Cover Letter

1. Company Information, including legal name, parent if any and form of ownership

2. Names and titles of company principals
3. Description of core services
4. Address of office from which project will be managed
5. Name and contact information for primary company contact for proposal

B. Relevant Experience

1. Provide specific information on comparable school projects where your firm provided Owner's Representative services in the last ten (10) years. Please include project description, size, scope, organizational structure, etc.
2. Describe approach to working with consultants, contractors and sub-contractors
3. Describe experience working effectively to achieve local government approvals for school projects
4. Describe experience working effectively with the State of Connecticut Departments of Education and Administrative Services applicable to school construction programming and funding

C. Key Personnel

Provide a list of key personnel to be assigned to this project. At a minimum, include name, title, description of role, educational background, degrees, licenses and experience on similar projects.

D. References

Provide three (3) client references (name, address, e-mail address, telephone and affiliation to identified project) who can attest to your firm's ability to successfully serve as an Owner's Representative.

E. Workload Statement

Provide details of your firm's current and future workload and demonstrate your ability to manage multiple assignments while providing equal levels of attention to all contracted assignments.

F. Prior Adverse Determinations

Provide documentation of any and all prior adverse determinations or actions by State or Federal agencies regarding previous work experience.

G. Outstanding Claims/Judgments

Provide documentation of any outstanding claims or judgments regarding previous work experience.

V. EVALUATION CRITERIA

The Building Committee will consider demonstrated experience, organizational structure, references and overall performance in the successful completion of comparable projects.

VI. SELECTION PROCESS

The Building Committee will evaluate qualifications in accordance with the evaluation criteria. A limited number of finalists will be interviewed and asked for pricing proposals.

VII. GENERAL CONDITIONS

The following conditions apply to this solicitation:

- A.** Goodwin reserves the right to accept or reject any and all proposals at any time during the process, or cancel this solicitation at any time prior to the award of any contract, without penalty.
- B.** All questions regarding this solicitation must be submitted in writing to Mark McGovern at mmcgovern@goodwin.edu by 5:00 pm on August 5, 2022. All answers will be posted by 5:00 pm on August 10, 2022 on the following site: <https://www.goodwin.edu/magnet-schools>
- C.** Goodwin is not responsible for any costs incurred by a respondent in connection with this RFQ. The expenses incurred in the preparation, submission and presentation of any proposal are the sole responsibility of the responder.

Award of a contract for Owner's Representative services, as defined in this RFQ, is contingent upon both parties agreeing to and executing a written contract acceptable to both parties. In the event that agreement on the terms of a written contract cannot be reached, the award shall be cancelled and become null and void.

VIII. INSURANCE REQUIREMENTS

Firms shall agree to maintain in force at all times during which services are to be performed the following coverages and shall name Goodwin University, Inc. and Goodwin University Magnet Schools, Inc. and others as may be required as Additional Insured on a primary and non-

contributory basis to the Firms' Commercial General Liability, Automotive Liability and Professional Liability policies. These requirements shall be clearly stated in the remarks section on the Certificate of Insurance. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-.

(Minimum Limits)		
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000
Worker's Compensation and Employer's Liability	WC Statutory Limits	
	EL Each Accident	\$100,000
	EL Disease Each Employee	\$100,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Goodwin prior to purchase order/contract issuance. The firm agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.