

**Request For Qualifications From An Architectural Firm
(Preferred Full Service) To Prepare A Survey Of The New
Fairfield Middle School Building Conditions**

RE: NEW FAIRFIELD PUBLIC SCHOOLS REQUEST FOR QUALIFICATIONS FROM AN ARCHITECTURAL FIRM (PREFERRED FULL SERVICE) ARCHITECTURAL FIRM TO PREPARE A SURVEY OF THE NEW FAIRFIELD MIDDLE SCHOOL BUILDING CONDITIONS.

The New Fairfield Public Schools invites your firm to submit qualifications for services to complete a survey of the New Fairfield Middle School located at 56 Gillotti Road, New Fairfield, CT 06812.

Attached is a Request for Qualification (R.F.Q.), which contains the project information, anticipated scope of work, services required and an outline for submitting qualifications.

Interested firms must submit one (1) original and *ten (10)* copies of their qualifications, in a sealed envelope marked “Qualifications for Architectural Firm (Preferred Full Service) to Survey the New Fairfield Middle School Building Conditions,” no later than **May XX, 2026** at 1:00 p.m.

Qualifications should be sent to:

Patty Mota
Purchasing Agent/ Contracts Administrator
3 Brush Hill Rd.
New Fairfield, CT 06812

The selection process will include a qualification evaluation based upon the criteria outlined in the attached R.F.Q.

We look forward to receiving a qualification from your firm and should you have further questions, I can be contacted at (203) 312-5653.

Sincerely,

Patty Mota
Purchasing Agent/Contract Administrator

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INTRODUCTION

The New Fairfield Public School District invites qualified firms to submit responses for professional services related to preparing a complete survey of conditions of the New Fairfield Public Schools Middle School building.

The minimum qualifications required to perform this assignment are as follows:

1. Responding firms must have a minimum of five years of experience providing complete building survey services, as described in this RFQ, for facilities such as the New Fairfield Middle School building.
2. Firm's prior experience as a Full Service (Preferred) Architect for school districts must include references from a minimum of five school districts where surveys of all the district's buildings were surveyed. Surveys have been completed for school districts similar in size and configuration to that of New Fairfield Public School District.
3. The district is anticipating working with a single firm to provide all services listed in the Scope of Services Section below. Therefore, preference will be given to firms that can provide all services required with in-house staff.
4. Selected firm must be able to provide all work products/deliverables, at the conclusion of this study, including all updated computerized building plans, in electronic format for the district's use and public presentation.
5. Responding firms must be able to demonstrate their ability by producing sample documents from completed projects of this nature.

ANTICIPATED SCOPE OF SERVICES

A. Facilities Evaluations

An analysis of the facility will be required in order to evaluate its current physical condition. Attached to this RFQ is information pertaining to square footage of the existing building, site acreage, age and enrollment. The following tasks shall be performed under the Facilities Evaluation:

1. Meet with the Director of Building & Grounds. Compile information received pertaining to issues relating to the preservation of the facility.

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2. Evaluate the existing construction, structural and mechanical/electrical systems with an analysis of such problems that might exist in the buildings that will require long or short-term attention.
3. Evaluate all major building systems and rate them based on overall integrity, probable useful life and need of replacement. Recommend appropriate repair/remodeling/replacement required.
4. Develop capital budgets for each recommendation. Prepare budgets in reports in a manner showing priorities and potential phasing.
5. Provide draft reports for review by administration. Provide a final Five-Year Capital Plan report and Building System Rating Report. The format for the Five-Year Capital Plan must include the following: areas of work, project description, resources to accomplish work, schedule for project and cost of project.

5A. Renovate as new?? Leads to ed specs

6. Building survey to be provided in both printed and electronic format that is user friendly for ease of use by the district. (Examples of reports and type of software that the firm has used should be included in qualification responses). System categories to be analyzed are as follows:

Electrical

Power Capacity	Lighting Levels
Panels and Switchgear (conditions)	Fire Alarm
Emergency Lights and Exit Signs	Exterior Lighting
Interim, PA, Clock System	

HVAC

Boilers/Furnaces	Rooftop HVAC Units
Air Handling Units	Exhaust Fans
Unit Ventilators	Pumps
Generator	Tanks
Piping	Controls

Plumbing

Piping	Hot Water Heaters
Toilet Room Fixtures	Circulating Pumps

Architectural Scope

Roofing and Flashing*
Masonry Mortar and Sealant

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Wall panels, Exposed Foundations Walls
Windows
Doors and Hardware

Architectural Scope (Con't)

Toilet Room Fixtures and Partitions
Stairs, Canopies
Lockers (corridors and locker rooms)
Ceilings
Flooring
Lead

Casework
Asbestos

Site

Paving and Sidewalks
Accessibility/ADA Compliance

Fencing
Stairs

Optional

Signage
Pool and Pool Equipment
Security Systems
Water Supply (wells and tanks)**
Opportunities Unusual Energy conversation Changes
(Geo- Thermal, Photovoltaics)

Gym Equipment

A. Master Implementation Plan

1. Meet with the New Fairfield Public School District maintenance staff to identify known problems and obtain data on existing equipment.
2. Inspection of building, site and systems. Annotate plans to quantity needs and photograph conditions.
3. Evaluate conditions and propose a range of possible improvements from repair to complete replacement.
4. Estimate costs for possible improvements.
5. Develop a list of suggested priorities and a time frame for the improvements.
6. Prepare a draft report on the above and meet with the Administration for editing.
7. Submit a Final Report and present findings to the Board of Education.

RFQ REQUIREMENTS

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The following material is requested to be received by **May XX, 2026** at 1:00 p.m. for the proposing firm to be considered:

RFQ Format

The following RFQ format is requested:

Technical Qualifications-

Section I: Company Profile

1. Provide your proposed methodology for this project.
2. Describe in detail your management plan by explaining how your firm is structured for design, production and construction support services.
3. Provide a project organization chart.
4. Describe the services, which your firm typically provides in projects of this nature and scope.
5. List the personnel who will be assigned to this project, their resumes and related similar types of project experience.
6. Provide the names and resumes of any proposed consultants and their related experience.
7. Describe any litigation that your firm has been involved in with school building projects during the past five years, including any currently pending actions.

Section II: Experience

The RFQ should include details of experience with Facility analysis for schools as detailed earlier in this RFQ.

1. Describe five to ten projects carried out by your firm, which are directly relevant to the School District's proposed capital project. Projects must include programs that required a hybrid of new construction and renovations. Include the following information:
 - a. Project name and location.
 - b. Type of project, address and telephone number of a contact person.
 - c. Original cost of each project and final construction cost.
 - d. Original project scheduled and final completion date.
1. Describe your experience with State Department of Education, Plan Review Unit.

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2. Describe your computer capabilities.
3. Describe your documentation normally provided.
4. Describe your current workload and availability to meet the district's timetable.

The RFQ should include details of experience with Facility analysis for schools as detailed earlier in this RFQ.

Section III: References

Provide a list of a minimum of 5 references that may be contacted should be included. This list should include past and present clients for whom the Firm has provided a Survey of all school buildings in their district as outlined in experience above.

Section IV: Specific Approach and Sample reports

Please provide details regarding your approach to completing a Facility Survey. Include sample reports of Building System Rating Reports, Computer Aided Facility Management System. Indicate the software that you intend to use. Include a management plan with qualifications of the staff you propose for this project along with resumes of the essential personnel who would be assigned to this project.

Provide hourly rates for each level of personnel within your firm as a basis for costing additional services, which may be required. Include mark-ups, if any, for those personnel.

Provide accuracy rates related to enrollments and demographic information in other towns the same size of New Fairfield.

Section V: Other Information

Include in this section any additional information you wish to provide to the district, relevant to your qualifications.

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Section VI: Insurance

Include an Insurance Certificate in this section to verify that your firm will be able to provide the following limits of liability for insurance during the project:

- A. Worker's Compensation (Statutory Limits)
 - 1. State: CT
 - 2. Applicable Federal Requirements
 - 3. Employer's Liability: \$100,000

- B. Comprehensive General Liability: (including Premises-Operation, Contractor's Protection, Products and Completed Operations, Broad Form Property Damage):
 - 1. Bodily Injury:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Annual Aggregate, Products and Completed Operations

 - 2. Property Damage:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Annual Aggregate

 - 3. Personal Injury:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Aggregate

- C. Comprehensive Automobile Liability:
 - 1. Bodily Injury:
 - \$1,000,000 Each Occurrence

 - 2. Property Damage:
 - \$1,000,000 Each Occurrence

- C. Umbrella Policy with limit of liability of \$5,000,000 as a minimum.

- D. E & O insurance with limits of \$2,000,000 per claim/3,000,000 aggregate

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The firm elected shall provide the School District with certificates of insurance verifying the existence of the above reference policies and limits. Said certificate shall specifically state that the School District, its officers, employees and assigns shall be named as additional insured parties, except Errors and Omissions policy.

TERMS AND CONDITIONS

1. The District is not liable for costs incurred in the preparation of response to this RFQ.
2. The New Fairfield Public School District reserves the right to reject any and all responses to this RFQ and to waive any informality in the submittals.
3. The successful Firm shall not discriminate against any individual in accordance with applicable federal, state or local laws.

SUBMISSION OF QUESTIONS:

Questions relating to this request for RFQ must be submitted in writing to the following address:

New Fairfield Board of Education
Patty Mota
Purchasing Agent/ Contracts Administrator
3 Brush Hill Rd.
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Attachments:

School to be analyzed, including square footage of existing buildings, acreage and age:

Facility	Location	Construction	Square Footage	Acreage	Construction Date	Enrollment (Projected)
Middle School	56 Gillotti Road	Concrete	94,000	76.70	1994	744
Remaining portion of High School	56 Gillotti Road	Concrete	25,000		1972	

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EVALUATION OF QUALIFICATIONS

The Board of Education will evaluate the responses based upon the information supplied. Criteria for evaluations will include:

Previous experience of firm and consultants with similar projects. Particular attention will be paid to previous work involving educational facilities, awards or commendations, cost effective performance, and demonstrated ability.

1. Level of client satisfaction determined from supplied references.
2. Experience and qualifications of the professional staff expected to be assigned to this project.
3. Capability of the firm and consultants to progress and complete the work, taking into consideration size of work force, current workload, in-house staff capabilities, CAD capability and the like.
4. Proposed methodology and demonstrated understanding of the project requirements and Board of Education needs, including the need for a team effort with the administration, the Board of Education and other construction professionals.

From the qualifications received, the Board of Education will select a short list. The short list of firms will be requested to provide an interview with the Board of Education and/or Town personnel. Each consultant used by the firm is to have representation at the interviews.

The undersigned acknowledges that there will be no cost to the School District pertaining to the submission of this Qualification and the School District has the right to reject any and all qualifications which, in its opinion, will not promote the best interests of the school district. (The best interest of the School District will thereby be promoted.)

Name of Firm

Name of Firm's Representative