



City of Meriden, Connecticut

Purchasing Department

Request for Qualifications

For

American Rescue Plan – Construction Project Manager

Meriden, CT

RFQ023-30

Responses Due: December 30, 2022 @ 2:00 P.M.

Purchasing Department

142 East Main Street, Room 210

Meriden, CT 06450

(203) 630-4115

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

The City of Meriden is accepting qualifications for:

RFQ023-30 – American Rescue Plan Construction Project Manager

The City of Meriden is requesting qualifications from a qualified firm or individual to provide ARPA Construction Project Services to assist the City and applicants with the development and management of ARPA awarded construction project, and other tasks as required.

Qualifications shall be submitted on forms and in the manner specified. Forms and specifications may be obtained from the Purchasing Department, on the City of Meriden website (www.meridenct.gov/business/bids-rfps/), and on the State of Connecticut Department of Administrative Services website (<https://portal.ct.gov/DAS/CTSource>). Qualifications will be accepted at the Purchasing Department, 142 East Main Street, Room 210, Meriden, Connecticut 06450 until **2:00 P.M. local, and Eastern Standard Time on December 30, 2022** at which time they will be opened and recorded. Any response received after the time and date specified shall not be considered.

The right is reserved to reject any or all submittals, in whole or in part, to award any item, group of items, or total proposal, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden. No proposer may withdraw their submission within ninety (90) days of the date of the opening.

The City of Meriden is an Affirmative Action/Equal Opportunity Employer. Disadvantaged, minority, small, and women business enterprises are encouraged to respond.

Adam B. Tulin
Purchasing Officer
City of Meriden, CT 06450-8022
Dated: December 8, 2022

RFQ023-30
City of Meriden, CT
American Rescue Plan Construction Project Manager

1. INTRODUCTION

The City of Meriden is requesting qualifications from a qualified firm or individual to provide ARPA Construction Project Services to assist the City and applicants with the development and management of ARPA awarded construction project, and other tasks as required.

The City seeks the assistance of an experienced consultant that can accomplish the goals of the City with all the functionality identified in this RFQ. The City also seeks a company that has the capability of integrating additional features and functionality that may be identified in the future. The experienced company should have a team of experts who understand local government, to help us achieve our vision and provide uninterrupted service to the residents of the City.

2. BACKGROUND

The City of Meriden (the City) is seeking a qualified firm or individual to provide ARPA Applicant Concierge and Construction Project Services to assist the City's ARPA business code corrections, vanilla box and economic development assistance grant program to provide support services for pre-approved applicants in preparing detailed applications for funding and for evaluating planning, design, specifications, and drawings applicants may use as part of application; and to serve as the City's agent to inspect projects upon completion and obtain required follow-up information to approve reimbursement payments and for oversight and inspection services for all ARPA awarded construction projects and other City Construction Projects as needed from inception to completion. Applicants will be responsible for engaging design professionals to prepare plans, specifications, bid packages and other documents and for compliance with all City, state and federal code and grant program requirements.

3. SCOPE OF WORK

The qualified firm or individual will facilitate and provide the following services:

Phase One – Applicant Concierge for Detailed Project Applications

- Work with each preapproved applicant with a preliminary accepted project on obtaining satisfactory conceptual design, specifications, and drawings to formulate project details, costs, and line-item budget for applicant may use to submit in detailed project application.

- Assist applicants by providing guidelines for detailed applications and assisting applicants, as needed, in collecting and assembling information and completion of detailed application packages to be submitted to the Meriden Economic Development Corporation (MEDCO) approval committee and the City of Meriden for final consideration and approval.
- Provide the MEDCO approval committee and the City with comments on completed applications and proposed projects as may be requested to assist in evaluation of applications for funding.

Phase Two – Approved Project Assistance

For ARPA City awarded business code correction, vanilla box, and economic development assistance grant projects, the qualified firm or individual will provide City the following project inception to completion services:

- Prepare City bid packages for procurement of contractors and vendors based on approved project specifications and drawings for ARPA grant-funded activities.
- Assist grant awardees, as needed, with preparation of periodic reports to the City of Meriden as required by City, state, and federal grant regulations.
- Assist grant awardees with preparation of reports and requests to the City of Meriden for reimbursement of completed project costs and inspection and verification of completion of construction projects, as required.
- Review and provide information to grant awardees and to the City of Meriden relating to project compliance, reporting, budget, expenses, and reimbursement payments.
- At the request of the City of Meriden, obtain additional information, conduct on-site meetings and inspections during ongoing construction activity in accordance with project schedule, and similar inspection and follow-up to obtain information as required by the City of Meriden.

Other – City Construction Management

- Serve as the City of Meriden construction manager for City capital improvement and construction projects.
- Ensure projects are completed in compliance with federal, state, and local regulations and within approved projects' timeline and budget.

4. SUBMISSION INSTRUCTIONS

Response to this Request for Qualifications should include the following:

1. The firm or individual's legal name, address, telephone number, and email address;
2. The respective experience and qualifications of principal of firm, individual, or staff;
3. A description of prior experience, including any similar projects (in particular, funding sources, size of community, location, total construction cost, and name and contact information of a local official knowledgeable of performance); and
4. A description of the current work activities and how these would be coordinated with the project, as well as anticipated availability beginning January 1, 2023.

Selection of firm(s) will be responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submissions and selected interviews/scope reviews. The factors which will be evaluated (not necessarily listed in order or priority), include the following:

1. The firm's demonstrated capabilities and qualifications.
2. The firm's understanding of the approach to the project.
3. The proposed services and its ability to meet requirements.
4. The firm's experience working on federal grant administration
5. Capability to work collaboratively with task force and other parties associated with the project.
6. The firm's schedule, including milestones.
7. Review of references listed.
8. Proposed costs.
9. Value added services offered.
10. Clarity, organization, and effective presentation of submittal.

Based upon its review of the written submissions, the City may choose to invite finalists for an interview/scope review.

No interpretation of the meaning of the Request for Qualifications will be made to any proposer orally. Every request for such interpretation should be in writing, e-mailed to meridenpurchasing@meridenct.gov, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplementary instructions will be in the form of written addenda to the specifications which, if issued, will be posted on the City of Meriden website under Bids, RFPs and Legal Notices, not later than three (3) days prior to the date fixed for the opening of proposals, failure of any proposer to receive such addenda or interpretation shall not relieve any proposer from any obligations under their proposals as submitted.

Each proposer is responsible for checking the website to determine if the City has issued any addenda and, if so, to complete its proposal in accordance with the RFQ as modified by the addenda.

RESPONSE PROCEDURES

Request for Qualifications will be received by the City of Meriden's Purchasing Department, Room 210, City Hall, 142 East Main Street, Meriden, Connecticut, 06450-8022 until 2:00 PM on December 30, 2022.

Please submit three copies of the Request for Qualifications response package. One shall be an original and two can be copies. **Please submit one complete version of your proposal on a flash drive.**

- a. Responses must be made out and signed in the corporate, or other, name of proposer and must be fully and properly executed by an authorized person.
- b. The sealed envelope must denote the proposer's name and address in the upper left hand corner and the words "PROPOSAL DOCUMENT – RFQ023-30 to be opened at 2:00 PM" in the lower left hand corner.
- c. Proposals received later than the time and date specified will not be considered.

EXAMINATION OF REQUEST FOR QUALIFICATIONS DOCUMENTS

Proposers are to examine all documents and visit the site in order to make a thorough examination of the conditions so that the proposer may familiarize itself with all of the existing requirements, conditions, and difficulties that will affect the execution of the work in order to determine the amount of work necessary to carry out the true intent of the specifications and work shown on drawings.

The City of Meriden and its agents do not have any responsibility for the accuracy, completeness, or sufficiency of any Request for Qualification document obtained from any other source other than from the City of Meriden. Obtaining documents from any other source(s) may result in obtaining incomplete and inaccurate information. Obtaining documents from any other source may also result in failure to receive any addenda, corrections, or other revisions to the documents that may be issued.

No request shall be honored if such request is made less than seven (7) calendar days prior to the date fixed for the opening of proposals. Any and all such interpretations, and any supplementary instructions, will be in the form of a written addenda to the specifications which, if issued, will be made available on the City of Meriden website (www.meridenct.gov) unless it is to change the date fixed for the opening of proposals, not later than three (3) days prior to the date fixed for the opening of proposals. Proposers are encouraged to check the website regularly for addenda. Failure of any proposer to receive any such addenda shall not relieve any proposer from any obligations under its proposal as submitted.

Any questions about the Request for Qualifications document must be submitted in writing via email to meridenpurchasing@meridencct.gov. Any other format of question will not be answered.

5. GENERAL CONDITIONS

5.1 Insurance Requirements

The awarded vendor will be given insurance requirements, if deemed necessary, for this project.

5.2 Additional Information

The City reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the City in its sole discretion deems desirable.

5.3 Costs for Preparing Proposal

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the City shall have no liability for such costs.

5.4 Ownership of Proposals

All proposals submitted become the City's property and will not be returned to proposers.

5.5 Freedom of Information Act

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information. Proposers are encouraged **not** to include in their proposals any information which is proprietary a trade secret or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

5.6 Presumption of Proposer's Full Knowledge

Each proposer is responsible for having read and understood each document in this RFQ and any addenda issued by the City. A proposer's failure to have reviewed all information that is part of or applicable to this RFQ, including but not only any addenda posted on the City's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFQ, and it is capable of performing the work to

achieve the City's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

5.7 Tax Exemptions

The City and Meriden Public Schools is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

5.8 Award Criteria and Selection

The City reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error, etc. If any error exists in an extension of prices, the unit price shall prevail.

The City reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The City also reserves the right, if applicable, to award the purchase of individual items under this RFQ to any combination of separate proposals or proposers.

The City will accept the proposal that, all things considered, the City determines is in the best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the City's interests, including compliance with the procedural requirements stated in this RFQ.

The City will not award the proposal to any business that or person who is in arrears or in default to the City with regard to any tax, debt, contract, security or any other obligation.

This Request for Qualifications is being offered in accordance with federal and state statutes and local regulations governing procurement of professional services. Accordingly, the City of Meriden reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unresponsive, or unsatisfactory.

5.9 Form of Contract

The City anticipates use of a standard form of agreement between the City and selected firm, for the purposes of engaging a firm to provide the requested services. Contract considerations that cannot be modified include, but are not limited to, adherence to conditions cited within this RFQ, with specific attention to language for indemnification, governing law, and insurance and liability.

No contract may be assigned without the written consent of the Purchasing Officer or designee.

5.10 Fair Employment Practices

The proposer shall agree that neither it or its subcontractors, except in the case of a bona fide occupational qualification or need, to refuse to hire or employ or to bar or to discharge from employment any individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment because of the individual's race, color, religious creed, age, sex, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness or status as a veteran. The aforementioned terms are obtained from Connecticut General Statutes Section 46a-60, *et seq.*, entitled "Discriminatory employment practices prohibited," as amended.

5.11 Code of Ethics

The City of Meriden has adopted a Code of Ethics located in Chapter 21 of the Code of the City of Meriden, sections 21-1 through 21-15, inclusive, which are expressly incorporated herein by reference. The terms of the Code of Ethics shall constitute a part of any contract or agreement entered into by the City of Meriden as a result of this bid as if those terms were fully set forth in such contract or agreement.

Proposers are specifically advised that the Code of Ethics prohibits public officers and employees, as well as their immediate families and businesses, with which they are associated from participating in any transaction which is incompatible with the proper discharge of official duties or responsibilities. Proposers are also advised that the Code of Ethics contain provisions with respect to paid contractors and former employees and officials.

PROPOSERS SHOULD NOTE THAT PROPOSALS, CONTRACTS, AND AGREEMENTS ENTERED INTO OR AWARDED IN VIOLATION OF THE CODE OF ETHICS ARE VOIDABLE BY RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERIDEN.

Copies of the Code of Ethics may be obtained from the office of the City Clerk or may be found online on the City of Meriden's website.