

Request for Qualifications - RFQ

Implementation - Plymouth CIF “Downtown Transformational Plan”

Seeking Professional Architectural & Engineering Bid Proposals



Town of Plymouth, Connecticut Mayor Joseph T. Kilduff

Town Council:

TJ Zagurski • Joe Green • Remie Ferreira • Ron Tiscia • Wes Donahue

CIF Ad Hoc Committee:

Chairman: Bill Hamzy, Esq.

Mayor Kilduff • Ron Mamrosh • Seth Duke • Roxanne Levesque • Walt Seaman

Staff Consultants:

Vinnie Klimas, Grant Administrator • Vance Taylor, Economic Development

State of Connecticut Department of Economic and Community Development Community Investment Funds and Local Funds

Plymouth Town Hall Mayor's Office:

80 Main Street, Terryville, CT 06786

(860) 585-4001 • Email: mayor@plymouthct.us


FINAL - December 19, 2024

OVERVIEW

Since 2022, The Town of Plymouth, CT, through its “Ad Hoc Community Investment Fund Committee” with support from the Mayor and Town Council, has been working with the CT Dept. of Economic and Community Development (DECD) on a plan for improving Plymouth’s economic and physical conditions, market, and aesthetic appeal.

Thus far, Plymouth has been successful in applying for and receiving two grants from the DECD Community Investment Fund Committee (CIF) aimed at improving the physical conditions, market, and image of the Terryville section of Plymouth’s Downtown.

- In 2023, Plymouth received a \$250,000 DECD CIF Grant to develop a “Downtown Transformational Plan.” Produced by the Ad Hoc Committee with assistance from Goman + York in 2023, the Plan is aimed at re-positioning Plymouth for improvement. The Town of Plymouth utilized this 45-page comprehensive “Downtown Transformational Plan” to apply for DECD CIF capital funds to implement this “Plan.” (See ATTACHMENT A: Plymouth – “Downtown Transformational Plan,” Chapters 11 and 13).
- In September of this year, Plymouth received a \$1.7 million DECD Grant for pre-development work to support the implementation of Plymouth’s “Downtown Transformational Plan”. The “Plan” has identified numerous recommendations, strategies, interventions, and “Key” projects aimed at achieving improvement ...” in Plymouth’s downtown. While there are a multitude of Recommendations identified throughout the Plan, the primary focus of this RFQ is to execute and realize the “Key” projects as delineated in “Chapter Thirteen: Implementation (See ATTACHMENT A: Plymouth – “Downtown Transformational Plan,” Chapters 11 and 13).
- The CT Department of Transportation (DOT) will also be performing work in the same area as that which was targeted by the “Downtown Transformational Plan”. Therefore, the Consultant will need to coordinate all plans and work to be performed with the DOT. The plans for this project are scheduled to be completed by the winter of 2025 and the work is anticipated to begin in the spring of 2025.
- The Town anticipates filing applications for additional funds from DECD CIF in future rounds as well as other applicable grant funding sources to offset the cost of this project. All responses shall contain information regarding the assistance which can be provided by the Consultant or an affiliated grant writer.
- In summation, this RFQ is requesting AIA and/or PE companies to generate the **DESIGN, COST ESTIMATES, PLANNING SCHEDULES; CONSTRUCTION DRAWINGS, PROJECT MANUAL & SPECIFICATIONS; CONSTRUCTION SUPERVISION, architectural and engineering blueprints and specifications for the following “Key” Projects which are as follow:**

 **Key Project No. 1:**
“Creating a Center to the Downtown”



Initiate a major South Main Street Redevelopment project. The Town must invest in redesigning the South Main Street area. At the intersection of Route 6, and south Main Street, to Agney Avenue provide a great opportunity to create a “Center to the Downtown.” It is the Plan to Add new restaurants, reinforce mixed-use construction, retail, multi-family use. Upgrade and replace recently fire burned out and existing dilapidated retail stores on Main and South Main streets. Install pedestrian friendly and ADA construction for new sidewalks. May include acquisition in whole or in part. Upgrade building facades to create more of a streetscape, and upgrade historical cemetery grounds to create a visitors point of interest and a more pedestrian-friendly environment.

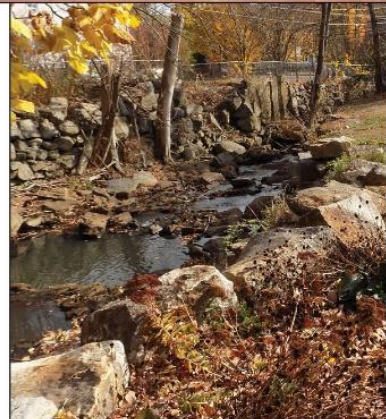



Key Project No. 2:

“Beginning Downtown and spreading north and south, create pedestrian ‘*River View Walkway*’ along-side the Pequabuck River”



Pedestrian walkways along the River need to be designed and built; and be in full compliance of the American Disabilities Act construction codes. With upgrading and clean-out, the existing Pequabuck River banks and waterways which can provide a valuable visual aesthetic walkways for exercise, family picnics, and fishing opportunities. May include acquisition, in whole or in part. Start with the downtown River View Walkway abutting businesses, and spread the River View Walkway north to Lake Winfield and south to Horse Shoe Falls.



 **Key Project No. 3:**
“Redevelopment of Agney Avenue Block”



The old Eagle Lock Company privately owned building should be considered to be re-engineered for residential apartments for the 2nd and 3rd floors. May include acquisition, in whole or in part. The ground floor can be themed for art galleries, small retail shops and private businesses. The other buildings on Agney Avenue also need upgrades and revitalization.

Key Project No. 4:

“Provide Landscape Improvements to the Lock Museum of America and the Terryville Library”



These properties are “key” assets of the Town that drive visitors to the Town. Built in 1972 and 1922 respectfully, they need to be upgraded with more modern 2025 attractive landscape improvements. May include acquisition, in whole or in part.

Key Project No. 5:

“Gateways must be cleaned up, graded, and presented with aesthetic beauty”



Gateways are the entry and exit points to the “Center of Downtown.” These points of entry and exit provide an opportunity to elevate the standards and expectations to visitors to what Plymouth is all about. It is the first impression to visitors about Plymouth. And they are the exit points in traveling through Plymouth. These points are the Waterwheel, Baldwin Park, Rt. 6 and Rt. 72 Intersections. Pedestrian walkways along the River need to be designed and built; and be in full compliance of the American Disabilities Act construction codes. May include acquisition, in whole or in part. They need to be spruced up with aesthetic trees and shrubbery. The substantial existing river overgrowth needs to be clipped and taken away on a weekly or bi-weekly basis so the aesthetic looks of Pequabuck River will radiate beauty to visitors. They are important vistas to visitors and should be part of Plymouth’s upgraded pedestrian “River View Walkways.”



Key Project No. 6:

**“Design and construct an office building at 150 Main Street
vacant lot located at 142 Main Street”**



This lot is commonly known as Sunoco Gas Station. There have been several interested developers ranging from drive-thru restaurants etc. Presently there is a client very interested in building his office building for his business. This business has some 28 employees. There should be an all out effort to keep this business in Town.



INTRODUCTION

- The Town of Plymouth, acting through its Mayor, Joseph T. Kilduff, Town Council, and Ad Hoc Community Investment Ad Hoc Committee are seeking licensed, certified, or otherwise professionally credentialed architectural and/or engineering firms consultant with qualifications to compose in print and electronically pre-development detailed actual DESIGN, COST ESTIMATES, PLANNING SCHEDULES, CONSTRUCTION DRAWINGS, DRAWINGS DOCUMENTS; PROJECT MANUAL & SPECIFICATIONS; CONSTRUCTION SUPERVISION, for the implementation of Plymouth’s “Downtown Transformational Plan” Chapter 11 & 13. (See ATTACHMENT A: Plymouth – “Downtown Transformational Plan,” Chapters 11 and 13).

<u>PRE-SUBMISSION MANDATORY MEETING ATTENDANCE</u>	It is mandatory for potential Bidders to attend the “Pre-Submission RFQ Training Session” question and answer session on January 8, 2025 Wednesday, at 3:30 pm at Community Room (Lower Floor), Plymouth Town Hall, 80 Main Street, Terryville, CT. Ample Parking in back of Town Hall. Instructions to attend remotely will also be provided.
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“Requests for Information (RFI)” may be submitted in writing and directed to Town of Plymouth, Mayor Joseph T. Kilduff, Mayor’s Office, Town Hall, 80 Main Street, Terryville, CT 06786, 860-585-4001, mayor@plymouthct.us. All registered potential bidders must attend and legibly sign in to the Pre-Submission Meeting to receive RFIs and the Town’s response.

<u>RFQ PROPOSAL DEADLINE</u>	Sealed proposals must be received by Tuesday, January 21, 2025 at 3:30 pm. in the Mayor’s Office of the Town Of Plymouth, Mayor’s Office, 89 Main Street, Terryville, CT. 06786. A Public Bid Opening by the Mayor, or his designee, will be held in the Assembly Room, Town Hall, 80 Main Street, Terryville, CT at 4:00 pm.
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The Town of Plymouth reserves the right to award in part or to reject any and all RFQ proposals, in whole or in part, or waive technical defects, irregularities, or omissions if, in its judgment, the best interest of the Town of Plymouth will be served. RFQ proposals should answer all questions within this RFQ.

The Town of Plymouth is an Affirmative Action-Equal Opportunity Employer. Women and Minorities Business Enterprises [WBE or MBE or DisMBE] are encouraged to submit their proposal and qualifications. Municipal regulations prohibit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual identity, developmental disabilities, or physical disability.

SELECTION COMMITTEE AND PROCESS:

- The Selection Committee shall be comprised of the Mayor, Chairperson and members of the CIF Committee (or their designees,) and the two assigned staff Consultants who co-wrote the CIF Application and RFQ. Depending on the number of bidders received, it is projected to take an estimated 1+- month to review all proposals by the Selection Committee. It is Projected the CIF Selection Committee shall present its preliminary Recommendation(s) to the Mayor and Town Council at their February 4, 2025 Regular Meeting for their review, comments, and final selection/recommendation. The selection for award will be based on the consultant most qualified and responsible to meet the scope of the engagement, and is projected to be a “good fit” for the Town of Plymouth. Responsibility will be evaluated based on the candidate’s previous experience, qualifications, references, and the ability to competently complete the work within the allotted budget and 1 month to publicly advertise this RFQ and interview responding Bids. From the Mayor’s “Letter to Proceed” the selected entity will have 1 month to “mobilize their resources” by the second month they must have “Boots Hitting the Streets” to begin 9- to 12-month period of time to implement and finalize the **DESIGN, COST ESTIMATES, PLANNING SCHEDULES; CONSTRUCTION DRAWINGS, DRAWINGS DOCUMENTS; PROJECT MANUAL & SPECIFICATIONS; CONSTRUCTION SUPERVISION**, for the implementation of Plymouth’s “Downtown Transformational Plan” Chapter 11 & 13. (See ATTACHMENT A: Plymouth – “Downtown Transformational Plan,” Chapters 11 and 13).

DESCRIPTION OF PROCESS:

- The purpose of the project is to initiate and facilitate implementation and realization of **PLYMOUTH’S COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN, Chapter 11 & 13**. Additionally, other public and private funding sources will be pursued that could assist in meeting the needs and scope of the work identified in **PLYMOUTH’S COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN, Chapter 11 & 13**. (See ATTACHMENT A: Plymouth – “Downtown Transformational Plan,” Chapters 11 and 13).

All parties are hereby duly informed and understand that the CT Dept. of Economic and Community Development (CT DECD) has administrative oversight authority to implement any changes of any degree that CT DECD may deem needed. Such oversight compliance could impact the projected time schedule and payment.

RFQ SCOPE OF WORK

After the “Letter to Proceed” is issued by the Mayor, the winning firm shall abide by this schedule:

1. One month to mobilize appropriate staff, equipment, and resources. All staff shall be identified by the firm.
2. Two months later shall organize and conduct a meeting with the CIF Committee outlining, in detail, their work schedule.
3. Three months after the “Letter to Proceed”, draft and develop a computerized comprehensive Schedule for a projected 6- to 12-month work schedule for all **DESIGN, COST ESTIMATES, PLANNING SCHEDULES; CONSTRUCTION DRAWINGS, DRAWINGS DOCUMENTS; PROJECT MANUAL & SPECIFICATIONS; CONSTRUCTION SUPERVISION**, for implementation of Plymouth’s “Downtown Transformational Plan” projects and activities. These activities are identified in Chapters 11 & 13 of the Plan. (See ATTACHMENT A: Plymouth – “Downtown Transformational Plan,” Chapters 11 and 13).
4. In addition to the above work schedule activities, the Project Manger shall minimally meet with the CIF Committee twice each month and shall maintain standard Minutes from the Meeting. Minutes shall be kept in accordance with the FOI laws and regulations and filed with the Town Clerk and shall assure “Public Comment” is on the Agenda. To the extent available, all meetings shall be held in ADA accessible facilities.
5. Assure Review/Discuss currently-available relevant state and local Documents and Reports. Reviews, evaluations, permits, approvals and/or certifications, including but not limited to: Main Street Assessment, Conn. Environmental Policy Act (CEPA), Environmental Impact. Evaluation (EIE), Flood Management Certification (FMC); State Historic and Preservation Office (SHPO) review and determination; and/or Municipal Plan of Conservation and Development (POCD) provisions with regard to eligibility for discretionary state funding. Such reviews, evaluations, permits and or certifications could significantly impact project costs and timelines.
6. Assure all local, state, and federal building, electrical, environmental, zoning, American Disabilities Act laws and rules and regulations are complied with. Assure all building, plumbing, electrical, environmental (Note: Their will be a separate Environmental RFQ/RFP for environmental consulting services), zoning, etc. are properly acquired and end of project Completion reports are submitted.
7. Assure all CHRO laws, rules, and regulations are followed and Reports properly filed.
8. Present drafts to the Mayor & Town Council, Community Investment Fund Committee, and assigned staff, for their review and comments for all **DESIGN, COST ESTIMATES, PLANNING SCHEDULES; CONSTRUCTION DRAWINGS, DOCUMENTS; PROJECT MANUAL & SPECIFICATIONS; CONSTRUCTION SUPERVISION**,

for the implementation of Plymouth’s “Downtown Transformational Plan” Chapter 11 & 13 projects and activities. (See ATTACHMENT A: Plymouth – “Downtown Transformational Plan,” Chapters 11 and 13).

9. From time-to-time, unforeseeable events may require The Town of Plymouth or the AIA/PE firm to request a Change Order(s) (CO). All CO must be in writing, thoroughly describe and identify any cost impact, and MUST be approved in writing by both parties. Verbal Change order(s) are **not** allowed by any party.

10. Provide written monthly Status Reports to the: Mayor, Town Council, Ad Hoc CIF Committee, and assigned staff. Deliver copies of the final report to the Mayor, Town Council and Ad Hoc CIF Committee, and staff Consultants. The final report shall be delivered in hard copy and in electronic computerized format.

11. *In addition to this RFQ Scope of Work as detailed above, the Consultant shall also provide grant writing assistance to the Town of Plymouth for future applications which may be filed with CIF – DECD in order to complete the work required in PLYMOUTH’S CIF DOWNTOWN TRANSFORMATIONAL PLAN. It is anticipated that applications will be filed with CIF in future rounds. Grant writing technical assistance for any other grant funding sources will also be pursued by the Town and support for these applications will be required from the Consultant or an affiliate.*

DELIVERING - THE FINAL PLANS:
IMPLEMENTATION OF PLYMOUTH CIF
“DOWNTOWN TRANSFORMATIONAL PLAN”

The Town of Plymouth shall receive copies of all materials produced in connection with the process and project identification, and shall include, but not be limited, to the following:

1. Title Page: Must include a funding acknowledgement statement citing the Town of Plymouth and other funders.
2. Table of Contents.
3. Executive Summary.
4. Methodology for Analysis.
5. Existing General Conditions Narrative.
6. Findings.
7. Recommendations to identify Plymouth’s Future Community Investment Projects as Identified.
8. High quality digital photographs of sites and facilities with photos clearly labeled.
9. Map of project areas described.
10. Bibliography/Resources Used.

The consultant shall provide 15 bound hard copies on acid-free paper and 2 electronic copies, and shall submit a Final Report describing the work accomplished. All work and documents are the property of the Town of Plymouth.

AWARD:

Interviews with prospective consultants will be scheduled for January 23 to January 27/28, 2025. The selection will be based on most responsible and qualified AIA PE bidder. Responsibility will be evaluated based on the candidate’s previous experience, qualifications of the bidder including quality and scope of the proposal, references, quality of samples (previous work products), and previous experience, Background checks, references, and the ability to competently complete the work within the allotted budget and period of time. The Town of Plymouth expects to select a consultant and award a contract during the month of January 2025, for a Recommendation to the Town Council February 4 Regular Meeting; with a projected Award Letter from the Mayor by February 6, 2025 This is a projected schedule which is subject to change due the number of Proposals and at the sole decision of the Mayor, Town Council, and CIF Ad Hoc Committee.

REQUEST FOR QUALIFICATIONS CONDITIONS:

- All documents (draft and final) reports, Plans written or provided in response to this RFQ are to be the sole property of the Town of Plymouth. All materials associated with this procurement process and products are subject to the terms of local, State, and federal laws defining Freedom of Information and privacy and all rules, regulations and interpretations resulting from those laws.

- Any draft or final product, whether acceptable or unacceptable, developed under this contract awarded as a result of the RFQ is to be the sole property of the Town of Plymouth.
- Timing and sequence of events resulting from this RFQ will ultimately be determined by the Town of Plymouth.
- The Town of Plymouth may amend or cancel this RFQ prior to the due date and time, if it deems it to be necessary, appropriate, or otherwise in the best interest of the Town of Plymouth. Failure to acknowledge receipt of answers to FOI requests in accordance with the instructions contained in the amendments, may result in a proposal not being considered.
- The consultant must certify the persons actually assigned to the project. List background Resumes of the Company architects and engineers. Any additions, deletions or changes in personnel assigned to the project must be approved by the Town of Plymouth in advance of their exclusion or inclusion with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Town of Plymouth. At its discretion, the Town of Plymouth may require removal or replacement of any of the consultant's personnel who do not perform adequately on the project as determined in the sole opinion of the Town of Plymouth, regardless of whether they were previously approved by the Town of Plymouth.
- Background Checks. All candidates and agencies must satisfactorily pass a Background Check performed by the Town of Plymouth or an appropriate designee. No Consultant or any staff member who may have ever been placed on the federal OIG Exclusion listing or DAS/DECD/other State agency's exclusionary or disbarred listing. This includes, but is not limited to, the: US Office of Inspector General (OIG), Connecticut. Dept. of Administrative Service or any other similar government agency. The candidate must reveal in writing any information regarding any disciplinary action taken on a professional license. Failure to fully respond to this RFQ requirement may result in an automatic disqualification.
- Please provide your estimated ordinary fee structure: \$/hour for staff. And note you are not to exceed lump sum amount contract as noted on the Form "REQUIRED BID 2025 SHEET page 18. It is important to note final costs will be negotiated with the Town of Plymouth.
- Any pre-development costs and expenses incurred by consultants in preparing or submitting a response to this RFQ are the sole responsibility of the bidder.
- A consultant must be prepared to professionally present evidence of experience, ability, service facilities, and financial conditions necessary to satisfactorily meet the requirements set forth or implied in this RFQ at an formal Interview with the CIF Committee.

- No major additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required in writing by the Town of Plymouth at the consultant's sole cost and expense.
- Consultants will most likely be asked to give demonstrations, interviews, presentations or further explanation to the RFQ's CIF Screening Committee, and any other governmental entity as deemed appropriate by the Mayor.
- The consultant represents and warrants that the RFQ is in all respects fair and without collusion, conflict of interest, or fraud. If there is any connection with any other consultant, individual or company such connection must be identified in writing in their RFQ Response.
- For this contract, the current edition of the appropriate American Institute of Architects (AIA) or Engineers Joint Contract Document (EJCD) will be the base forms utilized. While all parties have the ability to negotiate contract language, the consultant must accept the final offer of the Town of Plymouth's standard contract language and conditions. If not acceptable, the Town of Plymouth reserves the right to exclude or eliminate that Bidder's proposal.
- The contract will represent the entire agreement between the consultant and the Town of Plymouth and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town of Plymouth shall assume no liability for payment of services under the terms of the contract until the successful consultant is notified that the contract has been accepted and approved by the Town of Plymouth. The contract may be amended only by means of a written instrument entitled "Amendment" signed by the Town of Plymouth and the consultant.
- "Request For of Information (RFI)" are to be in writing via email and directed as above for circulation to and response by a representative of the Town of Plymouth. RFIs Responses will be sent via e-mail to all interested persons and/or firms who signed in at the Pre-submission Mandatory Meeting Attendance, to be held on Thursday, November 21, 2024, Community Room, Plymouth Town Hall. Attendance at the Pre-submission Meeting is required to receive the "Request For of Information (RFI)."
- Rights are Reserved by the TOWN OF PLYMOUTH. The Town of Plymouth reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the consultant is in default of any prior Town of Plymouth contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFQ. The Town of Plymouth also reserves the right to waive any minor technical defect, irregularities and omissions if, in its judgment, the best interest of the Town of Plymouth will be served.
- The Town of Plymouth reserves the right to correct inaccurate awards resulting from its clerical or other errors. This may include, in extreme circumstances, revoking the

awarding of a contract already made to a consultant and subsequently awarding the contract to another consultant. Such action on the part of the Town of Plymouth shall not constitute a breach of contract on the part of the Town of Plymouth, since the contract with the initial consultant is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town of Plymouth and the consultant.

- The Town of Plymouth reserves the right to cancel this At-Will contract at any time with a 5-day Certified USPO written notice to the firm.
- Insurance requirements. Liability insurance shall be in an amount not less than \$1,000,000.00 for injury to or death of any one person and \$1,000,000.00 for each occurrence in respect of personal injury or death and \$250,000.00 for each occurrence of property damage. Errors and Omissions. which includes coverage for professional malpractice, in the amount of \$1,000,000.00. The policy shall provide for coverage of all claims occurring during the term of the policy notwithstanding the fact that the claim may be asserted subsequent to the expiration of the policy for a minimum period of three (3) years.

RFQ REQUIREMENTS.

RFQ must (1) be word processed; (2) be printed on white paper; and (3) use a font size of not less than 14 points. All proposals must be submitted in **sealed** envelopes or packages addressed to Joseph T. Kilduff, Mayor, Town of Plymouth, Mayor's Office, Town Hall, 80 Main Street, Terryville, CT 06786. Proposals transmitted by Fax or Email may not be accepted or reviewed.

Proposal must contain the following items:

- Your firm's proposal how you will implement the above detailed Scope of Work & Timeline, signed and notarized.
- Resumes and any governmental individual and firm's public licenses.
- References-include three letters of reference from recent clients, preferably of a revitalization downtown nature. Provide the name, title, company address, and phone number for each reference.
Two to Three Written Community Development and Investment Plan samples. Plans that the consultant has read and accepts the RFQ's conditions, the Town of Plymouth standard contract and conditions and the Town of Plymouth contract compliance requirements in their entirety and without amendment. The statement must be signed in blue ink by the consultant. Signed and notarized "Required Bid 2025 Sheet".
- All responses to the RFQ must conform to the instructions. Failure to include any required signatures, provide the required number of copies and/or to meet deadline for submission may result in the Town of Plymouth's rejection of the proposal. If the President, or Governor, or Mayor declares an Emergency and requires cars to be off the street (eg: blizzard, tornadoes, etc.) the deadline for submission may be extended by the Mayor's Office and all companies approved for RFIs will be notified.
- The winning consultant firm's complete Response to the Town's RFQ will be made an Attachment to the final Contract and will be made a part of the Contract.

US, or FedEx, or other Mail deliver RFQ Response to: Joseph T. Kilduff, Mayor, Plymouth
Town Hall, Mayor's Office, 80 Main Street, Terryville, CT. 06786. Proposals must be
submitted in a **sealed** envelope marked RFQ 2025.

IMPLEMENTATION PLYMOUTH CIF
"DOWNTOWN TRANSFORMATIONAL PLAN"

and must be received in-hand and sealed no later than Tuesday, January 21st, 2025, 3:30 p.m.

Sincerely:

_____. (date)_____.

Name and Title

Notary: _____ (date)_____

EMAIL

CELL Phone

(date)

REQUIRED BID 2025 SHEET
IN RESPONSE TO THE TOWN OF PLYMOUTH'S RFQ'S
"IMPLEMENTATION PLYMOUTH'S CIF
DOWNTOWN TRANSFORMATIONAL PLAN."

1. Name of Company: _____

2 Address Street _____

3. Email Address _____ **Cell Phone** _____

4. Years of Professional Services _____

5. Number of PLANS conducted _____

6. Past and present PLANS.

<u>Date</u>	<u>Town</u>	<u>Brief Description of PLAN</u>	<u>Cost</u>

7. References,

<u>Number</u>	<u>Name</u>	<u>Professional</u>	<u>Cell & email</u>
<u>1.</u>			
<u>2.</u>			
<u>3.</u>			

8. Describe Company's staff patterns. If the assigned Project Manager becomes incapacitated what professional backup staff do you have? Provide Summary Resumes on your available AIAs and Engineers. Please explain.

9. Insurances in-hand (name, type costs, etc. If selected Certificates of Insurance will be required to be submitted before final approval and signing final contract.

10. Work Availability and authorizations.

Date to Begin Work: _____ Projected End Date: _____

Estimated Cost of Work for the Project – Final Costs to be Negotiated:

Company's Authorized Name, title, and signature to sign RFQ and Contract:

Printed Name and date

Notarized Authorized Signature Name and date

Legal Notice - Town of Plymouth, CT

Request for Architect and Engineering Qualifications (RFQ)

The Town of Plymouth, CT (Town) is seeking an Architectural and Engineering Consultant firm/company to professionally provide **DESIGN, COST ESTIMATES, PLANNING SCHEDULES; CONSTRUCTION DRAWINGS, DRAWINGS DOCUMENTS; PROJECT MANUAL & SPECIFICATIONS; CONSTRUCTION SUPERVISION, FOR IMPLEMENTATION OF PLYMOUTH COMMUNITY INVESTMENT DOWNTOWN TRANSFORMATIONAL PLAN, Chapter 11 and Chapter 13.**

This Plan is funded by the CT Dept. of Economic and Community Development Community Investment Fund and the Town.

Successful consultant must have at least three (3) years of professional architectural and engineering project experience in Responses to the RFQ requirements. Must include AIA/PE Resumes and related qualification documents delineating your experience. Must have submit copies of current valid CT license for Architect and Engineering, credentials. Must satisfactorily pass a background check. Final contract/agreement will be negotiated after selection is made. **All interested bidders must attend CIF Pre-submission Meeting which will be held on Wednesday, January 8th, 2025 at 3:30 at the Community Room, Plymouth Town Hall. Ample parking in back of Town Hall. No exceptions. Attendance is mandatory.**

Requests for the **RFQ PLYMOUTH IMPLEMENTATION OF CIF “DOWNTOWN TRANSFORMATIONAL PLAN”** package may be made to Vinnie Klimas, Grant Administrator Consultant, or Vance Taylor, Economic Development Consultant at Plymouth Town Hall, Mayor’s Office, 80 Main Street, Terryville, CT 06786 Telephone (860) 585-4001, mayor@plymouthct.us. **RFQ Transformational Plan sealed BID SUBMISSION DEADLINE is January 21, 2025 Tuesday, by 3:30 p.m. to Plymouth Town Hall, Mayor’s Office, 80 Main Street, Terryville, CT 06786; Bid opening at 4:pm** MBE, WMBE, DisMBE, are encouraged to apply. Plymouth is an EOE Employer.

(CIF RFQ Legal Ad Notice)

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