REQUEST FOR QUALIFICATIONS

PLANNING AND PREPARATION OF CONTRACT
SPECIFICATIONS AND DOCUMENTS
RELATED TO THE REHABILITATION AND RESTORATION
OF THE MARTIN CENTER
FOR MUNICIPAL OFFICE SPACE

The City of New London, Connecticut is seeking proposals from professional architectural and/or engineering firms (hereinafter the Consultant) to review the feasibility of the rehabilitation and renovation of the Martin Center for municipal offices. The Martin Center is located at 120 Broad Street, New London, CT.

Each Consultant must submit one (1) original (clearly marked as such) and nine (9) copies of its professional qualifications with its proposal and shall demonstrate experience in dealing with similar projects and old and historic buildings. It is highly desired that Consultants meet 36 CFR 61, Appendix A, Minimum Professional Qualifications in Architectural and Historical Architecture. Do not use three ring binders.

The Consultant will prepare plans and specifications to enable the City to review the viability of renovating this building for municipal use and, if feasible, to then bid the project. A key issue to be addressed is whether the existing auditorium can be reconfigured into two floors of office space.

Consultant selection will be made by the City’s Building Consolidation Committee utilizing the Qualifications-Based Selection Process. Once a Consultant has been selected, fees for required services will be negotiated. In the event that an agreement on fees cannot be reached with the initial selection, the City may negotiate with other Consultants.

The Consultant will analyze the Martin Center and prepare a rehabilitation and renovation plan for use of this building for municipal purposes, meeting all current Code requirements. Consultant will undertake a thorough inspection of the building and all systems and prepare plans and specifications for bidding purposes. Asbestos abatement, building furnishings, masonry restoration, telecommunications hookups, data wiring and installation, etc. shall be considered and be a part of the project.

The City would like to make a determination as to the feasibility of renovating the building by December 15, 2007.

The Consultant will prepare proposals and cost estimates of sufficient scope and detail to identify the cost to complete the required work.

The Consultant will review and/or comment on the following as part of the planning process and bid document preparation:

1. ARCHITECTURAL INVESTIGATION
   a. Determine conformance to BOCA, NFPA, ADA and other codes as they might apply
   b. Investigate building envelopes - roofs, walls, windows, floor(s), basements, etc.
   c. Repair/rehabilitate historic features of buildings
2. STRUCTURAL INVESTIGATION
   a. Field Observation-Investigate:
      1. stress, deteriorations and/or deflections in roof or floor framing
      2. deterioration of foundations and support piers
      3. cracking and/or settlement of masonry walls and foundations
      4. water infiltration in upper structure & basements
      5. field measure key elements of roof, roof supports, floor framing and foundations
   b. Investigation items
      1. Based upon field measurements and/or measurements on existing plans, determine live load capacities of roof and floor framing systems
      2. Verify age, condition and adequacy of HVAC systems and adequacy for future use
      3. Verify age and condition of waste water fixtures and piping
      4. Determine size, condition and adequacy of water service
      5. Determine size, capacity and condition of electric services. Inspect panels, wiring, light fixtures, fire and other alarm systems
      6. Review and determines accessibility in accordance with current ADA standards and regulations

3. OTHER ISSUES
   a. Building Utilization
      1. Plans shall indicate proposed space re-use
      2. Plans shall indicate whether the auditorium can be reconfigured into two floors of office space
   b. Site Suitability
      1. Parking, egress, traffic flow and lighting
      2. Needed/desired site improvements, landscaping, etc.

Consultant will provide plans, elevations, details and such other drawings consistent with the development of bid documents that will show, among other items, alterations, demolitions, additions or renovations required to make the buildings code conforming, including heating, mechanical and electrical systems.

A key goal of the project is to satisfy current and future space needs, ADA requirements and configuration of City operations.

A mandatory meeting for all interested Consultants will be held on Tuesday, August 21, 2007 at 10:00 A.M., at the Martin Center, 120 Broad Street, New London, CT. Late arrivals (more than fifteen (15) minutes after the scheduled start time) will not be given credit for attendance at the meeting and their qualifications packages shall not be accepted.

Proposals will be received by the City of New London Purchasing Agent, 13 Masonic Street, New London, Connecticut 06320 until 2:00 P.M., prevailing time, on Monday, September 10, 2007.

All proposals should be in sealed envelopes and the envelope marked: MARTIN CENTER - PLAN AND DESIGN FOR MUNICIPAL OFFICE SPACE

The right is reserved by the City of New London to reject any or all proposals, to waive any informalities or minor defects in proposals, to make such interpretations as may be necessary in order to review and compare
proposals, to solicit such additional information that may be necessary to compare proposals and to accept the proposal that, in the judgment of the City of New London will be in the City's best interests.

William R. Hathaway  
Purchasing Agent