

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/ RFP)
ARCHITECTURAL / CONSTRUCTION ADMINISTRATION SERVICES

Date: March 22, 2023

RFP Solicitation: Request for Proposal for Architectural / Construction Administration Services for the Completion of the Capex work (North Village Courtyard, Indoor Pool, Clubhouse, and upcoming Capex projects)

March 22, 2023- Harbour Landing Condominium Association (HLCA), located at 52 Harbour Close in New Haven, CT 05619, is issuing the following Request for Proposal for Architectural / Construction Administration Services for the Completion of the Capex work (North Village Courtyard, Indoor Pool, Clubhouse, and upcoming Capex projects)

Firms shall provide comprehensive services, including complete plans and specifications, cost estimates, and construction administration services.

The Harbour Landing Condominium Association (HLCA) has been engaged in a multi-year capital expenditure program (CapEx) that addressed issues including roofing and siding replacement, deck replacement, improvement of common areas, and landscaping. Although much progress has been made in addressing these capital items, three milestone projects still need to be completed. These include: Completion of the courtyard in the North Village, rebuilding/refacing the indoor pool, Completion of siding and trim replacement on the community clubhouse, Handrails repairs, West staircase siding and lighting, South Village Expansion Joint repairs, and all upcoming CapEx work. These items will be addressed in this project proposal.

Questions are due by **March 28, 2023**. Responses will be issued on **April 4, 2023**. Proposals are due **April 11, 2023**. Interviews will occur **April 18, 2023**. The architect or Construction Manager will be selected the week of **April 25, 2023**. The North Village Courtyard Remaining Capstone Project is Anticipated Start shortly after the award).

Call to schedule a site visit at Harbour Close/ Harbour Landing, New Haven, CT: **Elias Najjar: (203) 814-0079**.
Email proposals and questions regarding hlcondospresident@gmail.com; hlcaboard@googlegroups.com; and vee@vasemanagement.com

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HARBOUR LANDING CONDOMINIUM ASSOCIATION (HLCA)
52 HARBOUR CLOSE, NEW HAVEN, CT

RFQ/ RFP FOR THE COMPLETING THE REMAINING CAPEX WORK
(NORTH VILLAGE COURTYARD, INDOOR POOL, CLUBHOUSE, AND ALL UPCOMING CAPEX PROJECTS)
March 22, 2023

Anticipated Project Schedule, RFI's and Submission Instructions:

March 28, 2023 by 5:00 P.M.	Questions/ Request for Information (RFI) due
April 4, 2023 by 5:00 P.M.	RFI Responses due
April 11, 2023 by 5:00 P.M.	Proposals/ RFQ/RFP Due
April 18, 2023	Interviews
Week of April 25, 2023	Secure Architect and/or Construction Manager
To be Discussed with the Selected Firm	Complete Construction Documents for: <ul style="list-style-type: none">● North Village Courtyard Capstones● Indoor Pool and Clubhouse● Bid Advertisement/ Solicitation <p><i>(NOTE: The North Village Courtyard Remaining Capstone Project is Anticipated Start Shortly after the Award. Other urgent work includes but not limited to Handrails, West staircase siding and lighting, and South Village Expansion Joint repairs)</i></p>

Call to schedule a site visit at Harbour Close/ Harbour Landing, New Haven, CT:

- Elias Najjar: (203) 814-0079

Email Proposals and questions regarding this RFP/RFQ to the following addresses

(All questions must be submitted in writing by email to the following addresses to be considered)

- HL Board President: hlcondospresident@gmail.com;
- HL Board: hlcboard@googlegroups.com
- HL Construction Committee Member: vee@vasemanagement.com

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A. SCOPE OF ARCHITECTURAL AND/OR CONSTRUCTION MANAGEMENT SERVICES

Harbour Landing Condominium Association (HLCA) has been engaged in a multi-year, capital expenditure program (CapEx) that addressed issues including: roofing and siding replacement, deck replacement, improvement of common areas, and landscaping.

Although much progress has been made addressing these capital items, three milestone projects are underway and incomplete. These include: completion of the courtyard in the North Village, rebuilding/refacing the indoor pool, completion of siding and trim replacement on the community clubhouse, Handrails repairs, West staircase siding and lighting, South Village Expansion Joint repairs and all upcoming CapEx work. These items will be addressed in this project proposal.

Firms shall provide comprehensive services, which shall include:

1. Complete plans and specifications (Construction documents, bidding, construction, and closeout), cost estimates, and construction administration services.
2. Review of current documents, plans, scope, and schedule for remaining work
3. Prepare a list of required documents to be produced OR amended for work to be completed in compliance with state and local building requirements. Existing drawings, budgets and related CapEx documents shall be provided upon request.
4. Prepare a project scope with schedule, specific requirements/deliverables, and responsible parties.
5. Solicit and screen contractor proposals including but not limited to: Scope, Schedule, "Trade Breakdown" Budget and Pricing
6. Proposals should be lump sum budgeted by each deliverable (Courtyard, Indoor Pool and Clubhouse), must include Pre-Construction scope, construction drawings including general conditions, and provide line-item support for labor, expenses, insurance, margins and reimbursable expenses.

All consulting services for design and specification costs for all sub-consultants including MEP, fire suppression, FF&E design, I.T./Data/Telecommunications design, security, structural engineering, environmental, hazardous materials, etc., and any consultants required to perform the work and meet building code.

HL Guidelines:

Architects and/or Construction Managers will be "non-performing," acting in an advisory and oversight capacity on behalf of HLCA; Construction Committee shall review all applicants and refer recommendations to the HLCA Board of Directors for approval; HL shall provide ALL existing drawings, budgets and all other related CapEx documents shall be made available.

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B. PROPOSAL FORMS 1 OF 4

Firm Name:	
Address:	
City, State, Zip Code:	
Telephone (Office):	
EIN #:	
Representative Name:	
Job Title:	
Mobile #:	
Email Address:	
Lump Sum #1: North village courtyard capstones	<p>Pre-Construction: Lump Sum price for project design and coordination for schematic, preliminary design, final design, bidding, bid review, and negotiation up to the start of construction: \$ _____ .00</p> <p>Construction: Lump Sum price for project design and coordination for comprehensive construction administration services for all work: \$ _____ .00</p>
Lump Sum #2: Indoor pool, and clubhouse	<p>Pre-Construction: Lump Sum price for project design and coordination for schematic, preliminary design, final design, bidding, bid review, and negotiation up to the start of construction: \$ _____ .00</p> <p>Construction: Lump Sum price for project design and coordination for comprehensive construction administration services for all work: \$ _____ .00</p>

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C. PROPOSAL FORMS 2 OF 4

Please complete the table below indicating sample project performance within the last 3 years:

	Project Name	Description	Cost	Design Completed on Schedule (Y / N)	Construction Completed on Schedule (Y / N)	Percent of C.O. from Hard Construction Costs (%)
1.						
2.						
3.						
4.						

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D. PROPOSAL FORMS 3 OF 4

Please provide the list of consultants that will be contracted outside your firm for this project. Services that may not apply to this project can be marked "N/A".

Type of Work Subcontracted	Work Subcontracted (Y / N)	Resumes Provided (Y / N)
Architectural Services		
Construction Administration Services		
Cost Estimating & Scheduling		
Geotechnical Engineering		
Structural Engineering		
Interior Design		
Landscape Architect		
MEP		
Fire Suppression		
Acoustical Consulting		
High Performance Buildings		
I.T./Data/Telecommunications		

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Security		
Other (Please attach list if applicable)		

E. PROPOSAL FORMS 4 OF 4

Please provide list of references:

	Company Name	Contact Person	Telephone Number	Name of Project
1.				
2.				
3.				
4.				
5.				

Please attach the following at the end of the proposal following the above Proposal Forms:

1. Firm is to include hourly rates of its staff members valid for one (1) year.

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2. Provide any additional information or documentation to supplement any of the above submission requirements for this proposal up to ten (10) pages.

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Invitation to Bid