

REQUEST FOR QUALIFICATIONS / REQUEST FOR PROPOSALS (RFQ / RFP)

Pre Construction Architectural and Engineering, Planning and Owner's Representative Services for a Building Improvement Project— New Haven, Connecticut

Issuing Organization: **Boys & Girls Clubs of Greater New Haven, Inc**

Proposal Due Date: May 18, 2026 (3:00 PM EST)

Anticipated Project Start Date: June 15, 2026

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Purpose

This combined Request for Qualifications and Request for Proposals (RFQ/RFP) is a selection process with the goal of ensuring fairness, transparency, and equal opportunity while securing the highest quality professional service for a fair and reasonable fee. This project is funded through the State of Connecticut Community Investment Fund Program and administered by the Department of Economic and Community Development (DECD).

Project Overview

Boys & Girls Clubs of Greater New Haven seeks a qualified consulting firm to provide **Pre- Construction Architectural, Engineering, Planning and Owner's Representative Services** for repair and improvements to the organization's building located at 253 Columbus Avenue, New Haven, CT 06519.

The building supports the organization's primary mission to provide programs to inspire and enable all young people, especially those who need us most to realize their full potential as productive, responsible and caring citizens.

This pre-construction phase will involve comprehensive planning and design services that will identify the repair and improvements which the building requires. Services will include facility condition assessments, code compliance reviews, feasibility studies, space planning, schematic designs, cost estimating, value engineering, preparation of construction documents, construction bid preparation, permit applications, project

logistics and scheduling, and other pre-construction services. Due to the existing condition of the roofs, repairs and other exterior improvements will be prioritized into Phase I of the planned construction work. The selected professional(s) may also be retained for services during the construction phase.

SCOPE OF WORK:

BACKGROUND and PROJECT OVERVIEW:

The Boys and Girls Clubs of Greater New Haven's (BGCGNH) facility is an approximately 19,500 SF one-story building constructed in 1988. Located at the official address of 253 Columbus Avenue, New Haven, CT 06519 it extends through to Minor Street and has entrances to both Minor and Columbus streets, with parking on the Columbus Street side. The BGCGNH has been awarded a federal grant by HUD for capital improvements to its New Haven facility, the intent of this project is to provide pre-construction planning services to identify the specific improvements necessary to sustain and improve the programs and services provided by the BGCGNH.

The scope of the planned work covered by this Request for Qualifications and Proposal includes the following:

- Reconfiguration of offices on the north and south ends of the building.
- New, enlarged kitchen.
- Gymnasium refurbishment, including flooring replacement, impact pads, retractable baskets, paint, telescoping bleachers, and HVAC system upgrade. Analyze the existing roof assembly for energy efficiency.
- Girl's locker room renovations.
- Replacement of low-slope roof systems. Repair of steep-slope roof systems.
- Coating, fastener replacement and miscellaneous repairs of corrugated metal steep sloped roof above gymnasium.
- Replacement of gymnasium skylights.
- Entrance modifications, including replacement of the entrance doors and stairs.
- Build a third classroom adjacent to the existing two classrooms.
- Replace all windows throughout the building.
- Remove and replace flooring throughout the building.
- Modifications to the existing restrooms to provide a staff restroom.
- Remove and replace all suspended ceilings.
- Related interior cutting, patching, and painting.
- Related MEP modifications, including mechanical, plumbing, and electrical.

SCOPE OF SERVICES:

The scope of work required for this pre-construction planning project consists of full architectural and engineering services including schematic design, design development, construction documents, bidding, value engineering, logistics and scheduling, permits and related pre-construction services. The selected firm shall provide an Owner's Representative to assist the firm and owner during the project.

1. Schematic Design Phase:

- Review all archival documents provided by the Owner.
- Conduct field investigations that will document the existing structure including a 3D scan, field measuring, inspecting existing conditions and photography.
- Provide and coordinate the services of MEP/FP Engineers in assessing the existing mechanical, plumbing and electrical systems of the building, including an assessment of the modifications listed in this document.
- Provide and coordinate the services of a structural engineer, including an assessment of the effects the scope of work may have on the existing structure.
- Submit Schematic Design documents to the Owner for their review and input.
- Review and confirm the applicable codes and regulations, including the CT State Building Code, the CT Fire Safety Code, and the ADA.
- Provide the Owner with Construction Cost estimates to enable the organization to prioritize improvements and establish budgets and fund-raising goals.

2. Design Development:

- Based on the input of the Owner, select a final design, with refinements based on their input, code requirements and budgetary issues.
- Included will be floor plans, sections, exterior elevations, representative wall sections/details and an exterior rendering.
- Included will be MEP/FP and structural drawings.
- Provide a code analysis plan, including a basic site plan, and various building code calculations for review with the City of New Haven code officials.
- Meet and review the project with the City of New Haven code officials.
- Adjustments to the design based on input from the Owner.

3. Construction Documents:

- Preparation of detailed construction documents, including plans and specifications necessary for the Owner to competitively bid the construction phase of this initiative and apply for a building permit. At this time, the Owner anticipates that the construction contract will be with a Construction Manager “at risk” (CMR) who will be bidding trade packages to various subcontractors and vendors. The selected firm shall assist the Owner in determining the best approach for the construction phase, for example CMR, Design Build, etc.
- Preparation of an overall “Architectural” site Plan, which we believe will be required by code officials even if no site work is contemplated. The site plan, which will be based on a survey map furnished by the Owner, will likely include:
 - Location of all exits.
 - Parking Plan, including the size and location of code compliant spaces, handicap spaces and loading area.
 - Location, size, and definition of outdoor spaces.
 - Indication of any changes to the building footprint.
 - Review and respond to the CMR’s cost estimate.

4. Bid Phase:

- Review the CMR’s pre-bid cost estimate.
- Assist in holding a pre-bid conference with the CMR and various subcontractors.
- Provide responses to bid phase RFI’s.
- Provide supplemental information (Addenda) as required to address bid phase RFI’s.
- Assist in bid leveling, including a review of the CMR’s final GMP.
- Assist and participate in apparent low bidder interviews.

EXCLUSIONS AND ASSUMPTIONS:

Please list all exclusions and assumptions.

Submission Requirements

Each responding firm shall submit **one complete electronic package** with all required materials via email to jmooney@iconn.net.

A. Qualifications and Submission Information Required

- Cover Letter & Statement of Interest

- Company Profile / Brochure
- Resumes of Key Personnel
- Description of Firm's Experience on Comparable Projects
- Three Professional References
- Certificates of relevant licensing and insurance
- Confirmation of Availability and Capacity
- Ability to work with diverse communities
- Project Cost by Phase (must include Hourly Rate and Expense Schedules)
- Firms with experience and familiarity with State funded grants
- Other information relevant to the project

Evaluation Criteria

The Selection Committee will evaluate, and rank responses based on the following criteria:

- Understanding of the BGCGNH mission
- Understanding of the building's current state of condition and identification of recommended improvements.
- Submit at least three professional references; reference feedback will be considered during evaluation
- Qualifications & Experience
- Demonstrated Success with Comparable Projects
- Creativity & Depth of services to be provided
- Fee Proposal / Cost Reasonableness
- Ability to Meet Schedule and Workload Capacity

Selection Process

1. A Selection Committee will review and rank all responses, using scoring rubric based on the above criteria. The top three to five (3-5) scoring Proposals will be selected for formal interviews. Following interviews, the committee will choose based on qualifications, approach, connection to the work and fee reasonableness. The Boys & Girls Clubs of Greater New Haven, Inc is an equal opportunity employer and we are committed to providing equal opportunity for all businesses and encourage participation from small businesses, minority-owned business enterprises (MBEs), and women-owned business enterprises (WBEs).

The final contract and recommendation will be submitted to DECD for review and approval.

Schedule of Events

Milestone	Date
RFQ/RFP Issued	April 27, 2026
Building Walk Through	May 4, 2026
Responses Due	May 18, 2026
Interviews	Week of May 25, 2026
Anticipated Start Date	June 15, 2026
Project Completion Date	October 15, 2026

Terms & Conditions

All costs for preparing proposals are the responsibility of the respondent. The Boys & Girls Clubs of Greater New Haven, Inc. reserves the right to reject any or all submissions, cancel or reissue this RFQ/RFP at any time, waive informalities or minor irregularities in the proposal process, request additional information or clarifications from proposers, and to award a contract based on the proposal deemed to be in the best interest of the organization. All submissions become property of the BGCNH. DECD may review and/or monitor the selection process and final contract. The final agreement shall utilize the appropriate **AIA or EJCDC contract form** for professional services as required by the owner.

Records & Compliance

Boys & Girls Clubs of Greater New Haven shall maintain all records of the selection proceedings for inspection by State of CT - DECD. Any modification to this process requires prior DECD approval. The Boys & Girls Clubs of Greater New Haven, Inc

Contact Information

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