

**TOWN OF OLD LYME  
REQUEST FOR QUALIFICATIONS  
EMERGENCY OPERATIONS CENTER**

**Background Information**

The Town of Old Lyme is seeking proposals of qualifications from professional Architectural and/or Design/Build Firms to develop plans for the expansion of the Emergency Operations Center (EOC) located at 189 Boston Post Road, Old Lyme, CT. The existing EOC was constructed in 1992, has a Concrete Masonry Unit (CMU) construction on a concrete slab and is incorporated as part of the "Boughton Road" Fire Station.

**Definition of Scope for the Project**

The selected firm will be expected to enter into a written agreement with the Town, upon terms and conditions typical and in the Town's interests as determined by the Board of Selectmen, to develop designs for a code-compliant addition that will include a new foundation and slab, interior space conducive for operating as an emergency operation center, electrical, HVAC and technology upgrades, enabling the space to be functional during prolonged events of natural and man-made disaster responses. The addition should also be designed in such a way that it may be used as office and/or training space when not being used as EOC.

In its sole discretion, the Town of Old Lyme reserves the right to negotiate and contract with the selected firm or firms for the construction phase of the project.

This Request for Qualifications is not an offer that may be accepted. Instead, it seeks proposals for the Town to consider.

In addition to other reservations and conditions contained in this request for proposals, the Town of Old Lyme reserves the right to waive any technical defects in the proposals received; to waive any formalities or irregularities; to reject any and all proposals for any reason, including that it or they do not conform to the terms and conditions described herein, as determined by the Town in its sole discretion; to accept or reject any part of any proposal received; to present and negotiate terms of a contract together or separately with any party submitting a proposal; to determine qualifications exclusively and finally; to request additional qualifications; and to select any proposal or part thereof based on any combination of factors, including the amount proposal, the time of completion, and the Town's best interests. The Town further reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected.

**Criteria for Evaluations of Qualifications**

**A. Project Considerations**

- The selected firm will have adequate financial resources, manpower and liability insurance to undertake the study and must show a track record that demonstrates accurate past forecasting, budgeting, the ability to maintain key personnel during projects and the ability to meet previously identified deadlines.
- The selected firm will demonstrate a focused expertise in design or design/build projects.
- The selected firm will demonstrate previous successful experience working on municipal projects.

**B. Minimum Requirements for Application**

Firms will include in their submission:

- Background on the firm, including official name of business/corporation, years in business, principal owners/members, physical address of business, contact information and number of employees.
- At least four design/build projects that they have completed within the last five years. Preference given to successful projects that have been for municipalities.
- Statement of professional conflicts, if any. Licensing and certifications in the State of CT, including Contractors license, State of CT Business License, Certificate of Liability Insurance in the name of the Company, appropriate engineer/architect professional licenses, accreditation, and/or endorsements, proof of detailed professional accreditation for all individuals assigned to the project.
- Experience on projects with a construction value greater than 1,000,000.00.
- List of key personnel to be assigned to the project. Provide resumes documenting relevant public safety buildings experience. Identify a project manager as a single point of contact for town officials for communication and review.
- A schedule of rates/fees held for a year and an estimate or range of cost for the design.
- Provide references with contact information (minimum of two) and an accounting of any administrative, regulatory, or legal proceedings including judgments for or against the firm/consultant and any professional licensing disciplinary action.

**C. Submission**

Interested firms must submit a sealed envelope with one (1) hard copy of a statement of qualifications including the above criteria and one (1) electronic copy to the following email address: [kbalocca@oldlyme-ct.gov](mailto:kbalocca@oldlyme-ct.gov) or three (3) hard copies in place of an electronic copy in a sealed envelope.

Sealed statement of qualifications must be received at the Memorial Town Hall, Town of Old Lyme, ATT. Katherine Balocca, 52 Lyme Street, Old Lyme CT 06371 no later than 3PM on Thursday, April 25, 2024.

The Town has scheduled an opportunity to visit the EOC, 189 Boston Post Road, Old Lyme, CT 06371 on Wednesday, April 17, 2024 at 2:00pm-4:00 pm.

Questions regarding the RFQ should be referred by email to [KBalocca@oldlyme-ct.gov](mailto:KBalocca@oldlyme-ct.gov) with questions for the EOC Expansion RFQ in the subject heading. All questions must be received by Tuesday, April 23, 2024 and answers will be posted on the Town website [www.oldlyme-ct.gov](http://www.oldlyme-ct.gov)

Go to:

[Town Departments/Emergency Management/Boughton Road Emergency Operation Center](#)  
[Expansion Project/RFQ Submitted Questions with Answers.](#)