



## **CITY OF TORRINGTON**

PURCHASING DEPARTMENT  
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February 5, 2007

### **CITY OF TORRINGTON** **REQUEST FOR QUALIFICATIONS**

Qualifications will be received at the Office of the Purchasing Agent, Municipal Building, Room 109A, 140 Main St., Torrington, CT until 2:00 PM, Feb. 28, 2007 for the following:

**RFQ # CHR-011-022807**

#### **Architectural/Engineering Design Firm**

The City of Torrington is seeking to engage an Architectural/Engineering Design firm to provide pre-ferendum and design services for the preparation of contract plans and documents for infrastructure and code updates to the Torrington City Hall.

The works shall include necessary code updates (ADA, Fire Code), building infrastructure improvements (exterior envelope, HVAC, electrical, technology, plumbing systems) and programmatic enhancements to the building.

The A/E firm will be evaluated and selected based on design and technical competence, the capacity and capability to perform work within the time allotted, past record of performance and knowledge of Federal, State, and City of Torrington procedures, appropriately weighted in descending order of importance.

Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above.

The selected firm must meet all City of Torrington, State, and Federal affirmative action and equal opportunity practices.

A letter of interest, together with general information on the firm and proposed sub consultants, the firms brochure, current federal GAS Form 330, experience of the firm, and a resume of key personnel should be addressed to: Charlene Antonelli, Purchasing Agent, City of Torrington, 140 Main Street, Torrington, CT 06790. Additionally, all interested firms must submit a detailed statement including organizational structure under which the firm proposes to conduct business. Proposed sub consultant should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined. *Ten (10) copies of the required information shall be submitted.*

Personnel in responsible charge of the project are required to possess and maintain a valid Connecticut Architect's license. All letters of interest shall be identified with "City of Torrington, Infrastructure and Code Updates to the Torrington City Hall Project Design RFQ # CHR-011-022807" on the outside of the envelope and must be received by the Purchasing Agent, Room 109A, 140 Main Street, Torrington, CT by 2:00 PM, February 28, 2007. Responses received after 2:00 PM, Feb. 28, 2007 will not be accepted.

Any questions concerning this project should be addressed to Ryan J. Bingham, Mayor, City of Torrington, 140 Main Street, Torrington, CT 06790. Telephone (860) 489-2228.

Ryan J. Bingham  
Mayor