



**TOWN OF SHERMAN
REQUEST FOR QUALIFICATIONS**

AND

**REQUEST FOR PROPOSALS # 1
BY THE**

BOARD OF SELECTMEN

AND

**SENIOR CENTER BUILDING COMMITTEE
FOR**

**ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE SHERMAN SENIOR CENTER PROJECT**

Sherman Board of Selectmen
9 CT – 39
Sherman, CT 06784
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Date Issued: June 11, 2026

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LEGAL NOTICE

REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS (RFQ/P)

Architectural and Engineering Services for the Sherman Senior Center Project

Through this Request for Qualifications and Request for Proposals (“RFQ/P”), the Town of Sherman (the “Town”) and its Senior Center Building Committee (collectively the “Owner”) are seeking a Qualifications Statement and Cost Proposal from qualified firms (the “A/E”) to provide Architectural and Engineering (“A/E”) services for the Sherman Senior Center (the “Project”). The A/E will provide these services in coordination with a Construction Manager, establishing a comprehensive Project.

Copies of the complete Request for Qualifications/Proposals Package will be available at the Connecticut Department of Administrative Services (“CT DAS”) and Town websites below:

CT DAS: <https://portal.ct.gov/das/ctsource/contractboard>

Town: <https://shermanct.gov/bids-rfps>

Proposers are required to submit and deliver two (2) hard copies and one (1) electronic copy (on a USB) of a sealed response no later than **12:00 PM on July 17, 2026** to Mallory Town Hall, Office of the First Selectman (9 CT-39, Sherman, CT 06784) in accordance with the submission instructions specified in Section I, Instructions to Bidders. Submissions should be marked “Town of Sherman – RFP # 1 – A/E Services for Senior Center Project”. Responses to this RFQ/P received after this date and time or at any other location will be rejected and returned to the Proposer unopened.

Based on the responses received, the Owner, in its sole judgment and discretion, will select at least three (3) of the most responsible and qualified Proposers to be invited to attend an interview. Details of the date and time of the interview will be shared with the selected Proposers. The Owner intends to select an A/E based on an evaluation of the totality of the qualifications and cost, and which selection the Owner deems to be in its best interest and in its sole discretion.

The Project will be funded through the issuance of municipal bonds and is subject to all laws, rules and regulations of the State of Connecticut (the “State”) as may be applicable to the Project. Funding from the State’s Small Town Economic Assistance Program (“STEAP”) and associated requirements may also apply to the Project.

1. The Project is subject to State Commission on Human Rights and Opportunities (“CHRO”) requirements as may be applicable.
2. The Owner is an equal opportunity affirmative action employer.

The Owner reserves the right to reject any or all responses to the RFQ/P, or waive defects or informalities in the same, to seek clarification or additional information, and to negotiate fees, if it deems such to be in its best interest.

The submission of responses to this RFQ/P constitutes a declaration by the submitting firm that no person or persons other than members of firm's own organization are interested in the Project or in the Contract proposed to be awarded; that the submission is made without any connection with any other person or persons making a proposal for the same services and is in all respects fair and without collusion or fraud; that no person(s) acting for or employed by the Owner is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the Owner.

The Owner has the right to use any or all ideas, plans, specifications, and estimates presented in this RFQ/P and such plans, specifications, et al will become the property of the Owner.

Questions regarding this RFQ/P should be directed to Don Lowe, First Selectman via email at dlowe@shermanct.gov. All inquiries relative to the conditions and specifications listed herein as well as classification of any information contained or referenced in this RFQ/P must be made in writing on or before **3:00 PM on July 1, 2026**. No phone calls will be accepted.

All answers to inquiries concerning the Project will be distributed via an addendum posted on the aforementioned websites on July 10, 2026.

SECTION I: INSTRUCTIONS TO BIDDERS

REQUEST FOR QUALIFICATIONS / PROPOSALS (RFQ/P)

Architectural and Engineering Services for the Sherman Senior Center Project

The Owner is seeking Qualifications and Cost Proposals for A/E services for the construction of a new Senior Center at Colonial Park. A Conceptual Design and cost estimate informed the approved referendum amount of \$4,450,000. Cost estimated details are available in Exhibit E.

The Owner's Program and Conceptual Design contemplated an approximately four thousand two hundred fifty (4,250) square foot single-story structure as described more fully in Section IV and Exhibit D Program.

Responding firms are required to submit the following documents in response to this solicitation:

Provide two (2) hard copies **and** one (1) electronic copy (on a USB) in a single enclosure marked "Town of Sherman – RFP # 1 – A/E Services for Senior Center Project".

The Qualifications submission shall be one envelope marked "Qualifications for A/E Services for Sherman Senior Center" and the Cost Proposal shall be in a second envelope marked "Proposal for A/E Services for Sherman Senior Center".

The Cost Proposals will only be opened for those Proposers who meet the qualifications criteria identified below.

SUBMISSIONS ARE DUE BY 12:00 PM ON JULY 17, 2026

Selection Timeline

RFQ/P Issue Date:	3:00 PM on June 11, 2026
Requests for Information Deadline:	3:00 PM on July 1, 2026
RFQ/P Responses Due Date:	12:00 PM on July 17, 2026

FINALIST NOTIFICATIONS WILL BE MADE ON JULY 22, 2026

Questions concerning this RFQ/P may be directed to Don Lowe, First Selectman via email at dlowe@shermanct.gov no later than **3:00 PM on July 1, 2026**. **Responses, in the form of an Addenda, will be posted on July 10, 2026 to the following websites:**

CT DAS: <https://portal.ct.gov/das/ctsource/contractboard>

Town: <https://shermanct.gov/bids-rfps>

The selected firm, if any, will be expected to begin its services immediately upon execution of the form of contract included in this RFQ/P at Attachment 1, which shall occur within five (5) days of

award. By submitting a response to this RFQ/P, responding firms agree and warrant that it will execute the attached AIA B133-2019, without alteration, modification, condition, or exception. All firms submitting a Proposal will be notified of the Owner's decision in writing.

The Owner may, at its sole discretion, clarify, modify, amend, or terminate this RFQ/P at any time. Proposers are responsible for checking the Town's website and the CT DAS website for any addenda to this RFQ/P, and to complete their response in accordance with the latest issued addenda. A/E services (as herein defined) shall be performed pursuant to the AIA Document B133-2019, Standard Form of Agreement between Owner and Architect, as modified, and included in Attachment 1, without alteration, modification, condition, or exception. By submitting a response to this RFQ/P, responding firms agree and warrant that it will execute the attached AIA B133-2019, without alteration, modification, condition, or exception.

SECTION II: PROPOSAL REQUIREMENTS

For a Statement of Qualifications/Proposal to be considered responsive to this RFQ/P, it must provide the following information (collectively the “Minimum Requirements”) organized as follows and presented in the order listed below:

Company Information: Complete and include **Exhibit A – Company Information** to provide a summary of your firm.

1. Any prior name(s) by which the A/E was known and the years during which such name(s) was used.
2. Name(s) of any subsidiary or other company owned or controlled by the A/E.
3. Names, titles, reporting relationships, and background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the Owner.
4. Describe your firm’s primary areas of service.
5. Address of principal office and office from which the Project will be managed.
6. Name, address, telephone number, and email address of the principal contact person to receive notifications and to reply to inquiries from the Owner.
7. Legal form of ownership. If a corporation, indicate where incorporated.
8. Years engaged in architectural services under its present name.
9. Total years in business and financial stability of the firm.
10. Disclosure of pending and recently resolved lawsuits and arbitration claims.

Letter of Introduction: Describe your firm’s commitment to the Project and how your firm will meet or exceed expectations. Identify any factors that distinguish your firm from your competitors. The pre-construction effort for the Project will be crucial to a successful outcome. Indicate your firm’s philosophy regarding pre-construction planning efforts further outlined in Section IV. Indicate which staff members from the Staffing Matrix will be involved in the process. As part of your philosophy describe your firm’s process regarding constructability reviews and value engineering exercises and what team members will be working on these items. Describe in detail your project approach and include in detail any processes or procedures that will differentiate your firm from competitors.

Relevant Experience and References: Provide evidence your company has performed comprehensive A/E services for at least five (5) projects of similar size and scope. Identify your company’s recent experience providing related Pre-construction, Design Phase, and Construction Phase services to other municipalities or similar entities located in the State preferably utilizing a construction management at risk method of project delivery. Indicate any municipal projects that are currently under contract. Complete and include **Exhibit B – List of Qualifying Projects**

Project Team: Identify the proposed project team. List all key team members and include professional resumes, as well as a description of each person’s relevant experience. Sub-consultants shall be included within this section. Summarize relevant projects completed with each sub-consultant. The Owner will place particular emphasis on the project team. The responding firm agrees to maintain the personnel and consultants proposed by the Architect as the Project team as set forth in the firm’s response to the Owner’s Request for Qualifications and Proposal for the duration of the Project and may not substitute such personnel unless such personnel ceases to be employed by the Architect, or the Owner consents in writing to such substitution. Any substitution of personnel or a consultant shall be approved by the Owner, in its sole discretion. In the event the responding firm

substitutes personnel or a consultant without the Owner's written consent, such an act shall be considered a material breach of the Agreement.

References: Complete and include reference contact information in Exhibit B- List of Qualifying Projects. The Owner may contact and reference listed and may also perform its own reference checks.

Claims & Disputes: Indicate any past claims or disputes with owners in the past five (5) years, the nature of the dispute and the outcome of the dispute.

Cost Proposal: The Cost Proposal shall be submitted in letter form as labeled per instructions indicated in Section I, which shall indicate a fixed lump sum for the Project as outlined in this RFQ/P, including:

1. Schematic Design lump sum fee;
2. Design Development lump sum fee;
3. Construction Documents lump sum fee;
4. Procurement lump sum fee;
5. Construction Administration lump sum fee;
6. Total fee for all the above phases.

Alternatives

1. Civil Engineering lump sum fee;
2. Landscape Engineering lump sum fee;

The fee proposal must be based on contractual terms pursuant to the AIA Document B133-2019, Standard Form of Agreement between Owner and Architect, as modified and included as Attachment 1. The Architect's Basic Services consist of those described in Section II, and this RFQ/P, and shall include all necessary, usual and customary civil, landscaping, interior design, furniture fixtures and equipment design, acoustic design/engineering, technology design/engineering, security design/engineering, structural, mechanical, plumbing, fire protection, and electrical engineering services. Services not set forth in Section II or this RFQ/P as the responsibility of the Architect are Supplemental or Additional Services. It is expected that the Architect and its consultants will participate in value engineering and constructability reviews with the Construction Manager. Also include the hourly billing rates to be used when invoicing optional additional or supplemental services. Rates for each of the applicable job classifications listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.

The Owner is considering the option to retain services for landscape architecture and civil engineering separately as Owner consultants. As such, please provide the breakout pricing requested above for those services. If the Owner chooses to retain a landscape architect and /or civil engineer as an Owner's consultant, the Form of Contract will be modified to reflect the same. Coordination of any Owner retained design consultant shall be by the Architect.

1. Principal
2. Project Architect
3. Job Captain
4. Draftsman
5. Consultant's personnel

Include a not to exceed amount and a proposed percentage mark-up for allowable Reimbursable Expenses.

The Cost Proposal is to be submitted in a separate envelope from the Qualification submittals as indicated in Section I. The final selected firm chosen from the Request for Proposals shall be submitted to, and require the final approval of, the Town's Board of Selectmen, also acting as the Town's Board of Finance.

Addendum Acknowledgement: Complete and include Exhibit C – Addendum Acknowledgement to show receipt and review of any addendum posted as a part of this solicitation

SECTION III: SELECTION PROCESS

The administrative review and selection will be based on a two-part process.

First, The Senior Center Building Committee (the “Committee”) shall review Statements of Qualifications. Any proposer whose qualifications do not satisfy the qualifications criteria will have their Cost Proposal Form returned unopened.

Second, for those Proposers who satisfy the qualification criteria, the Cost Proposal will be opened. Considering both the Statement of Qualifications and the Cost Proposal, the Committee will develop a pool of at least three (3) of the most responsible qualified proposers (the “Finalists”).

Interviews: Finalists will be invited to an interview with the Owner. Specific instructions and details on the interview format will be shared with invited firms.

The Owner will be reviewing Proposer’s Proposals based on, but not limited to, the following criteria:

1. Company and project team members’ experience with the design of municipal construction projects of a similar or greater size and scope located in Connecticut;
2. Total years in business and the financial stability of the firm;
3. Familiarity and experience with CT DAS and/or OPM rules and regulations as they pertain to STEAP or similar funding programs;
4. Demonstrated ability to work as a member of a team for the benefit of the Owner.
5. Recommendations from municipal clients listed above;
6. Demonstration of established long-term relations with sub-consultants required to perform work on the Project;
7. References and reputation;
8. Philosophy of pre-construction efforts;
9. Disclosure of pending and recently resolved lawsuits and arbitration claims, and
10. Price

The selected Proposer will be deemed by the Town, at its sole discretion, as the most responsible qualified Proposer.

Neither the Town nor its Board of Selectmen or its Senior Center Building Committee shall be under any obligation to accept a Proposal if it is deemed to not be in their best interest to do so. The Town, its Board of Selectmen, and/or the Senior Center Building Committee are not responsible for any costs incurred by any proposer in connection with this RFQ/P.

A/E services shall begin immediately following notice of award and Contract execution which execution shall occur within five (5) days of notice of award.

Neither the Town, its Board of Selectmen, or Senior Center Building Committee, as well as their officers (both elected and appointed), employees, and agents shall be liable for any claims or damages resulting from the selection, or rejection of any Qualification/Proposal.

SECTION IV: PROJECT DESCRIPTION AND SCOPE OF SERVICES

Project Description

Taxpayers approved a \$4,450,000 appropriation for the planning, design, and construction of a new Senior Center (the “Project”) to be located on a municipally owned parcel of land currently utilized as parkland, Colonial Park. The new facility will be located adjacent to a recently constructed chapel as well as a municipally owned garden and soccer field. The site borders the Sherman Historic District.

In 2024, the Town engaged Seventy 2 Architects to develop a preliminary Conceptual Design and rendering for an approximately four thousand two hundred fifty (4,250) single-story structure. The Town also retained the Hawley Companies for estimation and pre-construction support services during the conceptual development phase. Conceptual estimates informed an initial budget, which determined the appropriation amount approved at a successful referendum held on December 6, 2025.

The Town and its Senior Center Building Committee (the “SCBC”) desire to develop a design and project plan that appropriately meets the needs of current and future seniors and the community at large in a safe, healthy, and efficient facility that will stand the test of time and remain a useful and relevant Town asset for many years to come. Such a design and project plan must appropriately reflect the unique circumstances of Sherman as a small, historic, and rural community, in addition to the required uses of many Town departments, including senior and social services, as well as park and recreation.

All mandated requirements related to the construction and/or operations of municipally operated community facilities in the State shall be incorporated within the design and project plan. Additionally, the Town is currently underway with a renovation of its only school facility. Appropriate considerations shall be made in the design and project plan to identify opportunities to utilize similar building and technology systems as a basis of design where possible, so that future maintenance and operational costs can be realized at a Town-wide level.

Proposers can find more specific information on the Conceptual Design program in **Exhibit D-Program**.

A Construction Manager has been retained by the Owner for the project and assisted in estimating construction costs for the project. that informed the figure for the referendum.

Scope of Services

The Town intends to commission one firm to provide all architectural/design services necessary. The Town is seeking a qualified architectural firm to assist the Owner in identifying the most feasible solution to meet program requirements.

A - Schematic Design - The selected firm will provide Schematic Designs that shall include, but not be limited to, the following:

1. Provide a preliminary evaluation of program needs, schedule, budget, and Project cost, suggesting necessary refinements to the developed conceptual design;
2. Present the Owner with a preliminary evaluation of any alternative approaches to design and construction of the Project, including any alternatives to appropriately address program needs;
3. Present Schematic Design Documents, which shall include but not be limited to preliminary plans, sections, elevations, and may include some combination of study models, perspective sketches, or digital presentations, as well as preliminary selections of major building systems and construction materials;
4. Ensure Schematic Design Documents are consistent with the Owner's finalized Project program, schedule, and budget, and;
5. Attend meetings with user groups as may be required and
6. All other requirements set forth in the form of contract, Attachment 1.

B - Design Development - The firm selected will provide Design Development services that shall include, but not be limited to, the following:

1. Prepare Design Development Documents that illustrate and describe the development of the approved Schematic Design and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements.
2. Prepare and outline specifications that identify major materials and systems and establish, in general, their quality level.
3. Prepare code analysis drawings to be submitted to the Owner along with Design Development Documents.
4. Meet with applicable officials to review designs and code compliance.
5. Attend five (5) meetings with the Committee as desired by the Committee, and
6. All other requirements set forth in the form of contract, Attachment 1.

C - Construction Documents and Procurement - The selected firm will provide Construction Documents that shall include, but not be limited to, the following:

1. Prepare Construction Documents that shall be ready to bid and shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Project, including all information required to obtain all permits, certifications, and approvals necessary to complete the Project;
2. Assist the Owner and the Construction Manager in the bidding phase, which shall include attending a reasonable number of meetings as required, producing any documents, and providing any services required of the Architect and requested of the Owner.
3. Attend ten (10) meetings with town commissions as may be required, and
4. All other requirements set forth in the form of contract, Attachment 1.

D - Construction Administration - The firm selected will provide Construction Administration services that shall include, but not be limited to, the following:

1. Administration of the Contract.
2. Advise and consult with the Sherman Senior Center Building Committee throughout the Construction Phase.
3. Provide nineteen (19) site visits. Two inspections to determine if the Work is substantially completed. Two inspections to determine if the Work is fully and finally completed.

4. At appropriate stages of construction, become familiar with the progress and quality of the work, guard the Committee against defects and deficiencies in the work and generally observe that all work on the Project is being performed in accordance with the Contract Documents.
5. Preview and approve submittals, review and certify Certificates of Payment to the Construction Manager, and review and act on changes to work on the Project.
6. Provide all services related to Project completion and
7. All other requirements set forth in the form of contract, Attachment 1

SECTION V: INSURANCE REQUIREMENTS

The A/E shall be responsible for maintaining insurance coverage in force for the duration of the Project and after completion of the kinds and amounts set forth in the form of Contract, Attachment 1, with an insurance company with an AM Best Rating of A-, VIII or better, licensed to write such insurance in the State of Connecticut and acceptable to the Owner. These required limits in no way limit the liability of the A/E. The coverage below is a summary of the types and limits of insurance. Refer to the form of Contract at Attachment 1.

The Owner as well as other entities specified in the form of Contract, Attachment 1 shall be endorsed and named as additional insureds ("Additional Insureds") on a primary and non-contributory basis in accordance with the terms set forth by the form of Contract, Attachment 1.

The Town requires the A/E to carry, at minimum, the following types and limits of insurance. The following minimum limits shall be met:

Bodily Injury and Property Damage: \$1,000,000 each occurrence; \$2,000,000 aggregate.

Professional Liability (Errors and Omissions): \$2,000,000 per claim and \$2,000,000 in the aggregate.

Commercial Automobile Coverage includes owned, non-owned, leased, and hired vehicles (if used on City property): \$1,000,000 combined single limit for each accident.

Workers' Compensation: Shall be in accordance with State requirements at the time of Bid.

Employers' Liability with policy limits not less than 500,000 each accident, 500,000 each employee, 500,000 policy limit.

Umbrella/Excess Liability: \$2,000,000 each occurrence; \$2,000,000 aggregate and providing coverage over the Commercial General Liability, Commercial Automobile Liability, and the Employer Liability section of the Workers Compensation coverage.

The A/E shall furnish a Certificate of Insurance and policy endorsements acceptable to the Owner before any services are performed. The Town and its Senior Center Building Committee, as well as their officers (both elected and appointed), employees, and agents shall be named and endorsed as additional insured on all policies, except Professional Liability and Workers Compensation, on a primary and non-contributory basis. Evidence of additional insured status on a primary and non-contributory basis shall be by policy endorsements acceptable to the Owner.

Waiver of Subrogation. To the fullest extent permitted by law, the A/E, its consultants, and their respective insurers waive all rights of subrogation against the Additional Insureds all rights of subrogation for damages caused by fire or other causes of loss to the extent covered by insurance provided by [A/E], except such rights as [A./E] may have to proceeds of insurance held by the Additional Insureds as fiduciary. This waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification,

contractual or otherwise, did not pay the premium directly or indirectly and whether or not the person or entity had an insurable interest in the property damaged.

Indemnification/Defense: To the fullest extent permitted by law, the Architect shall indemnify and hold harmless the Owner, the building committee for the Project, and their respective departments, boards and commissions and their respective officers, agents, servants, members and employees and volunteers (“Indemnitees”) from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, costs and expenses, arising out of or resulting from performance of the Architect's and the Architect's consultant's services under this Agreement, but only to the extent caused by the negligent acts or omissions of the Architect, the Architect's consultants and anyone directly or indirectly employed by them or anyone for whose acts they may be liable. This indemnification obligation shall apply regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section. In addition, the Architect shall defend the Indemnitees from and against any and all action, causes of action, claims, judgments, legal fees, claims and demands whatsoever, that arise from and/or are alleged to arise from the performance of this Agreement. The duty to defend is broader than the duty to indemnify.

SECTION VI: GENERAL TERMS AND CONDITIONS

All Invitations for Bids issued by the Town will bind Proposers to the terms and conditions listed below, unless specified otherwise in any individual Invitation for Bids.

The A/E shall comply with the statutes and regulations as they exist on the date of this advertisement and as they may be adopted or amended from time to time during the term of a subsequent Agreement and any amendment thereto.

1. The Owner reserves the right to accept and/or reject any or all responses to this RFQ/P submitted for consideration, to waive defects or informalities, to seek clarification or additional information, and to negotiate fees to serve the best interests of the Owner in its sole discretion. Firms whose responses are not accepted will be notified in writing.
2. All responses submitted to this RFQ/P are deemed the sole property of the Owner.
3. Any work product, whether acceptable or unacceptable, developed under a contract awarded because of this RFQ/P is to be the sole property of the Owner unless otherwise stated in writing by the Owner.
4. Timing and sequence of events resulting from this RFQ/P will ultimately be determined by the Owner.
5. The Owner reserves the right to amend or cancel this RFQ/P prior to the due date and time or at any time thereafter, if it is in the best interest of the Owner to do so.
6. The Owner reserves the right to reject the Proposal of any firm that is in default of any prior contract or for misrepresentation.
7. The Owner reserves the right to correct any inaccurate awards resulting from its clerical error.
8. Responses to this RFQ/P shall be rejected if they limit or modify any of the terms and conditions and/or specifications of this RFQ/P.
9. No additions or changes to the original response to this RFQ will be allowed after submission.
10. If awarded, a formal Agreement will be entered into with the selected firm in the form of a revised AIA B133-2019, to be finalized by the parties as previously described.
11. The Owner reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions, if in its judgement, the best interests of the Owner will be served.
12. The successful firm, if any, is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of any Agreement resulting from this RFQ/P, its rights, title, or interest therein or its power to execute such Agreement by any other person, company, or corporation without the prior consent and approval in writing by the Owner.
13. The Owner shall not be responsible for any expenses incurred by any responding firm in preparing and submitting a response to this RFQ/P including but not limited to any interview.
14. The time and date Bids are to be opened is given in the Bid issued. Bids received after the specified time and date of Bid Due Date and Bid Opening will not be considered.
15. The Town does not assume responsibility for any firm that does not access revisions or addenda.
16. Incomplete Bid Forms may result in rejection of the Bid as non-responsive. Amendment to Bids received by the Town after the time specified, shall not be considered.

The A/E shall include a statement that if awarded the Project, the Architect shall execute AIA B133-2019, Attachment 1.

**SECTION VII: DUTIES, RESPONSIBILITIES,
AND LIMITATIONS OF AUTHORITY OF THE A/E FIRM**

The A/E that enters the subject Agreement with the Owner shall be responsible to the Owner for the services to be provided herein. The A/E shall act on behalf of the Owner, but only to the extent provided in the Agreement to which the Owner is a party. The A/E shall confer with the Owner at intervals and on occasions as appropriate to the various stages of the Project. The duties and responsibilities of the Architect shall be as outlined in this RFQ/P and as set forth in AIA B133-2019, Attachment 1.

EXHIBIT A: COMPANY INFORMATION

Architectural and Engineering Services for the Sherman Senior Center Project

Firm Name				
Address				
City		State		Zip Code

A fillable Microsoft Word version of this Exhibit is available for use.

Item	Description	Response
A	<i>Prior name(s) by which A/E was known and the years during which such name(s) was used.</i>	
B	<i>Name(s) of any subsidiary or other company owner or controlled by the A/E.</i>	
C	<i>Names, titles, reporting relationships, and background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the Owner.</i>	
D	<i>Describe your firm's primary areas of service.</i>	
E	<i>Address of principal office and office from which the Project will be managed.</i>	
F	<i>Name, address, telephone number, and email address of the principal contact person to receive notifications and to reply to inquiries from the Owner.</i>	
G	<i>Legal form of ownership. If a corporation, indicate where incorporated.</i>	
H	<i>Years engaged in provision of architectural services under its present name.</i>	
I	<i>Total years in business and the financial stability of the firm.</i>	
J	<i>Identify any pending litigation or arbitration in which you are a party, including the docket number(s) thereof and for any pending arbitration state the amount of the demand and, if any, the counter and/or cross</i>	

	<i>demands, summarize the claims and defenses of the parties and state the current status of the case, including (but limited to) pending hearing dates.</i>	
K	<i>Identify any litigation or arbitration in which you were a party, including the docket number(s) thereof which has been resolved, whether by judgment award, or settlement and for any such arbitration state the arbitrator's award or the terms of any settlement agreement.</i>	

EXHIBIT B: LIST OF QUALIFYING PROJECTS

Architectural and Engineering Services for the Sherman Senior Center Project

Firm Name				
Address				
City		State		Zip Code

Provide the following information for five (5) current or past projects to demonstrate relevant experience. A fillable Microsoft Word version of this Exhibit is available for use.

PROJECT #1	
Project Name	
Project Location	
Project Type	<input type="checkbox"/> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Alteration <input type="checkbox"/> Other <i>*Check pertinent project type.</i>
Completion	<i>Include actual or estimated date of completion of services (month and year).</i>
Budget	Total Cost: _____ Construction Cost: _____ Change Order Cost: _____ Final Cost at Closeout (if applicable): _____
Work Performed	<i>Include a brief description of services provided including but not limited to roles/responsibilities, project features, challenges, and whether project was completed on time and within budget, etc.</i>
Reference	Name: _____ Phone Number: _____ Email: _____

PROJECT #2	
Project Name	
Project Location	
Project Type	<input type="checkbox"/> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Alteration <input type="checkbox"/> Other <i>*Check pertinent project type.</i>
Completion	<i>Include actual or estimated date of completion of services (month and year).</i>
Budget	Total Cost: _____ Construction Cost: _____ Change Order Cost: _____ Final Cost at Closeout (if applicable): _____
Work Performed	<i>Include a brief description of services provided including but not limited to roles/responsibilities, project features, challenges, and whether project was completed on time and within budget, etc.</i>
Reference	Name: _____ Phone Number: _____ Email: _____

PROJECT #3	
Project Name	
Project Location	
Project Type	<input type="checkbox"/> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Alteration <input type="checkbox"/> Other <i>*Check pertinent project type.</i>
Completion	<i>Include actual or estimated date of completion of services (month and year).</i>
Budget	Total Cost: _____ Construction Cost: _____ Change Order Cost: _____ Final Cost at Closeout (if applicable): _____
Work Performed	<i>Include a brief description of services provided including but not limited to roles/responsibilities, project features, challenges, and whether project was completed on time and within budget, etc.</i>
Reference	Name: _____ Phone Number: _____ Email: _____

PROJECT #4	
Project Name	
Project Location	
Project Type	<input type="checkbox"/> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Alteration <input type="checkbox"/> Other <i>*Check pertinent project type.</i>
Completion	<i>Include actual or estimated date of completion of services (month and year).</i>
Budget	Total Cost: _____ Construction Cost: _____ Change Order Cost: _____ Final Cost at Closeout (if applicable): _____
Work Performed	<i>Include a brief description of services provided including but not limited to roles/responsibilities, project features, challenges, and whether project was completed on time and within budget, etc.</i>
Reference	Name: _____ Phone Number: _____ Email: _____

PROJECT #5	
Project Name	
Project Location	
Project Type	<input type="checkbox"/> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Alteration <input type="checkbox"/> Other <i>*Check pertinent project type.</i>
Completion	<i>Include actual or estimated date of completion of services (month and year).</i>
Budget	Total Cost: _____ Construction Cost: _____ Change Order Cost: _____ Final Cost at Closeout (if applicable): _____
Work Performed	<i>Include a brief description of services provided including but not limited to roles/responsibilities, project features, challenges, and whether project was completed on time and within budget, etc.</i>
Reference	Name: _____ Phone Number: _____ Email: _____

EXHIBIT C – ADDENDUM ACKNOWLEDGEMENT

**Architectural and Engineering Services
for the
Sherman Senior Center Project**

A fillable Microsoft Word version of this Exhibit is available for use.

ADDENDUM ACKNOWLEDGMENT							
ADDENDUM #		DATED		ADDENDUM #		DATED	
ADDENDUM #		DATED		ADDENDUM #		DATED	
ADDENDUM #		DATED		ADDENDUM #		DATED	

The signatory below acknowledges receipt of the above addenda issued during the RFQ/P solicitation period and understands they are a part of the solicitation documents.

Submitted By:

Name		Title	
Signature		Date	

EXHIBIT D – PROGRAM

Architectural and Engineering Services for the Sherman Senior Center Project

The mission of the Sherman Senior Center is to improve quality of life for adults age 55 and older and disabled adults by providing a variety of programs, activities and trips for recreation, education, and health. The current Senior Center has inadequate parking, activity space, bathrooms and storage, lacks the capacity to support an aging population and has challenging pedestrian and vehicle access. The new Center is envisioned as more than a replacement for the existing Senior Center; it will serve as a hub for community activities, meetings, and programs, benefiting residents of all ages. A modern center will offer concurrent activities, diverse programming such as tech education, intergenerational activities, caregiver support, and legal aid clinics. It will:

- Provide ample, convenient, and safe parking with emergency service access
- Ensure privacy for confidential conversations
- Provide patio space for convening in good weather and outdoor programs such as yoga, tai chi and music
- Feature an expanded kitchen for events
- Offer a large meeting/event room to seat 60 people, adaptable meeting rooms for concurrent activities, efficient storage solutions, and sufficient bathrooms to support all occupants.

The Architectural services are to include architecture, interior design, and structural, mechanical, electrical and plumbing engineering, civil engineering, and landscape architecture.

Specific requirements include, but are not limited to:

1. Well, septic, and electricity
2. Location is Colonial Town Park 25 RT 39 SOUTH
3. Building:
 - a. 4250 square feet ("SF"), one floor, wood frame walls and roof
 - b. Drop Off:
 - Two car lane drop off
 - Portico: One-car covered drop off lane, ~600 sf, wood
 - c. Thermal Vestibule with glass opening so Director can see into the vestibule
 - d. Welcome area: ~ 360 sf, Reception Desk, coffee station, community news board, coat closet, comfortable waiting area
 - e. Director's Office: ~125 sf, seating for 2 guests, desk, glass wall to see activity in the Welcome area, storage
 - f. Second Office: ~125 sf, seating for 2 guests, desk, storage
 - g. Bathrooms: Men's room and Women's room (each to accommodate 2 persons); 1 bathroom (Staff/unisex) with shower
 - h. Large meeting/event room: 925 sf, seating for ~60 occupants, AV locked closet, Music area, solution for large format video display, speaker system, Table/Chair Storage room
 - i. Catering Kitchen for programs and events (heat, prep, plate), ~300 sf, access to patio and event room, pantry, double sink, range/stovetop, dishwasher, large refrigerator, large oven, microwave, and ice maker
 - j. 4 activity/program rooms ranging in size: · Individual rooms of ~150 sf for 8 occupants and ~225 sf for 15 occupants · 1 room of ~525 sf with a movable partition to create a room of ~185 sf for 13 occupants and a ~335 sf room for 23 occupants. Large TV screen for movies for a small group or exercise class 26 · Each room has cabinetry j. Storage: · Closet for Tables/Chairs · Under window cabinets in all offices · Storage in all meeting rooms for activity equipment/supply (under window cabinets and/or full height where feasible) · Locked AV cabinet in Event Room · Attic accessible by a staircase, ~360 sf full height · Pantry in Kitchen

- k. 2 Outdoor patios 800 to 1000 sq. ft.
 - l. Outdoor water spigot to provide water to community gardens
 - m. ADA compliant
 - n. Lighting and acoustics to accommodate persons with low vision and hearing disabilities, wide hallways and handrails.
 - o. Energy efficiency and consideration of lifetime utility costs are priority
 - p. Low voltage wiring and Cat 6 or Fiber for data, voice, and security
 - q. Other security measures such as alarms and cameras
 - r. Generator
- 4. Parking: 5 dedicated handicap spaces, 29 dedicated spaces, well lit
 - 5. Walkways: from parking areas and adjacent existing gravel lot at Colonial Park, include adequate lighting
 - 6. Budget: \$4,450,000 appropriation approved at referendum on Dec 6 2025. See Exhibit E for estimate details.

EXHIBIT E- COST ESTIMATE AT TIME OF REFERENDUM

SHERMAN SENIOR CENTER COST ESTIMATE AT TIME OF REFERENDUM 12/6/2025

Hard Costs

Building	\$2,800,000
Site	\$772,000
Total hard	\$3,572,000

Soft Costs

Furniture	115,000
Kitchen appliances	100,000
Furnishings	10,000
3rd party inspections	10,000
Utilities	10,000
AV/securtiy	35,000
Window treatments	25,000
Arch + Eng Fees	190,000
Round up	5,000
Soft Costs total	500,000

Hard and Soft Costs	4,072,000
Owner contingency	228,000

Estimated Project Cost	\$4,300,000
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TOTAL FOR REFERENDUM

Estimated Project Cost	4,300,000
Bonding, legal fees	150,000
Total	\$ 4,450,000
Donations	500,000
Max Town Fund via Bonding	3,950,000

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