



REQUEST FOR QUALIFICATION (RFQ)

Workforce Alliance Seeks To Engage The Services Of An Architect And Interior Designer To Design And Create Plans For Converting Unused Space At The American Job Center Into A Creative Youth And Entrepreneurial Space.

YOUTH CREATIVE SPACE PROJECT

Workforce Alliance
370 James Street, Suite 401
New Haven, Connecticut 06513
Phone: 203-867-4030 | Fax: Workforce Alliance
aharrison@workforcealliance.biz

Date: July 24, 2024

REQUEST FOR
QUALIFICATIONS
YOUTH CREATIVE SPACE
American Job Center
370 Jame Street, Suite 404
New Haven, Connecticut 06513

QUALIFICATIONS SUBMISSION DEADLINE: Aug. 20, 2024, 4 pm

Q & A SUBMISSION DEADLINE: Aug. 9, 2024, 4 pm

Questions may be submitted in written form to:

Contact Name: Ann Harrison
Contact Address: 370 James Street, Suite 401
New Haven, CT 06513
Email Address: aharrison@workforcealliance.biz

For the email subject line, use “RFP Questions- Youth Creative Space Project.”

INTRODUCTION

Workforce Alliance seeks to engage the services of an architect and interior designer to design and create plans for converting unused space at the American Job Center into a creative youth and entrepreneurial space. Please take the time to read and familiarize yourself with the requirements. All qualifications submitted for consideration must be received by the time specified above under the "QUALIFICATIONS SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY AN MOA AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S).

PROJECT AND LOCATION

The project associated with this RFQ will be located at 370 James Street, Suite 404, New Haven, Connecticut 06513.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

Project Lead, contact info:

Name: Ann Harrison
Title: Director Of Strategic Projects
Email: aharrison@workforcealliance.biz

Project Lead, contact info:

Name: Naomi Weinblad
Title: Chief Financial Officer
Email: nweinblad@workforcealliance.biz

PROJECT OBJECTIVE

This project's objective and ultimate goal is to re-design and optimize existing space to support youth creativity and entrepreneurial opportunities.

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specifications are:

The space will be transformed into an inviting, inspiring environment by June 30, 2025. It will be designed for and equipped with the tools to facilitate the creation of content such as graphic design, website building, social media, small business marketing, and podcasts; small group brainstorming; 1:1 meetings with mentors and supporters; and practice sessions, business presentations, or pitch sessions. See Floor Plan, Attachment A.

The selected vendor will be responsible for:
Developing and submitting at least three (3) design concepts.
Developing construction plans based on the final preferred conceptual plan
Providing proposed materials list for preferred design

BUDGET

Total contracted design services are estimated to be \$5,000.

SCHEDULED TIMELINE

The following timeline has been established to ensure our project objective is achieved; however, management may change it as needed.

MILESTONE

DATE

RFQ Issued:	July 24, 2024
Q&A for Respective Bidders	July 24- Aug. 9
*Mandatory Site Visit	July 30, July 31, Aug. 1
Letter of Intent Due	August 9, 2024
RFQ Response Submission Deadline	August 20, 2024
Submission Review	August 20-30, 2024
Interview Design Principals -in person or via Zoom	Sept. 4-6, 2024
Offer Design Contract	September 13, 2024
Final Design & Plans Due (From Selected Vendor)	November 15, 2024

*Mandatory Site Visits Tuesday July 30, Wednesday July 31 or Thursday August 1 at 10 AM. Participating in at least one site visit is mandatory. Please RSVP to aharrison@workforcealliance.biz with the following information: (a) your contact information, including phone number and full email address; and (b) how many representatives from your organization will be attended.

PROJECT QUALIFICATIONS EXPECTATIONS

Workforce Alliance shall award the contract to the bidder that best accommodates the project requirements.

INTENT TO SUBMIT QUALIFICATIONS

All invited Bidders must submit a "Letter of Intent" no later than 4 PM on Aug. 9, 2024, informing Workforce Alliance of their intent to submit a qualification. Letters of intent should be emailed and submitted to Evelyn Brooks at ebrooks@workforcealliance.biz.

QUALIFICATION SELECTION CRITERIA

Only those qualifications received by the stated deadline will be considered. All qualifications submitted by the deadline will be reviewed and evaluated based on the information provided in response to this RFQ based on the criteria below. Qualifications received after Aug. 20, 2024 or that are not in the correct format will not be considered. Bidder background information, materials submitted, and interview performance will be considered in the selection process.

Criteria:

1. Experience in designing youth-oriented workspaces, including three examples of previous work. Additional information may be attached.
2. Experience with incorporating current and relevant technologies (i.e. smart boards, video and editing equipment, green screen, soundproofing).
3. Qualified personnel having the knowledge and skills required to effectively and efficiently provide proposed services.
4. Experience working with local contractors and tradesmen.
5. Ability to deliver the proposed services on time, including delivering final design and construction plans by Nov. 15, 2024.

Workforce Alliance reserves the right to cancel, suspend, and/or discontinue any request for qualifications at any time without obligation or notice to the proposing bidder.

QUALIFICATIONS SUBMISSION FORMAT

One (1) electronic (PDF) version on a thumb drive and two (2) printed copies of the complete quotes must be mailed or hand-delivered to Attn: Evelyn Brooks, Workforce Alliance 360 James Street, Suite 401, New Haven, CT 06513 by Aug. 20, 2024

Proposals should be written in a 12 font, 1” margins and 1.5 spacing between sentences.

Bidders shall include responses to Sections I & II in their submission:

Section I:

Summary of Bidder's Background

1. Bidder's Legal Name
2. Bidder's Address
3. Bidder's Contact Information (Name, Title, Phone, Email and website)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range, types of services offered, and clientele.
7. Bidder's principal officers (e.g., President, Vice President(s), Chief Operating Officer, Chief Financial Officer, Project Manager) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)

9. Evidence of legal authority to conduct business in Connecticut (e.g. business license number).
10. Organization chart showing key personnel that would provide services to Workforce Alliance
11. Identify specific staff members who will provide services and participate in the interview. Provide brief bio for each staff and a description of their role.
12. Provide evidence of your ability to provide requested services and/or deliverables through the following:
 - a. Describe your experience in designing youth-oriented work spaces, including three examples of previous work. **Additional information may be provided as Attachments.**
 - b. Describe your experience with incorporating current and relevant technologies (i.e. smart boards, video and editing equipment, green screen, sound-proofing) into projects.
 - c. Describe your experience working with local contractors and tradesmen.
 - d. Affirm your ability to deliver the proposed services on time, including delivering final design and construction plans by Nov. 15, 2024.

ATTACHMENTS SHOULD BE LIMITED TO EXAMPLES OF PREVIOUS RELEVANT WORK/PROJECTS.

Section II:

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may provide for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide three references (including company name, contact name, e-mail address, and telephone number) for organizations or businesses for which you have performed similar

work within the past three years and a brief description of the projects, including project locations

By submitting a qualifications, the Bidder agrees that Workforce Alliance may contact all submitted references to obtain any and all information regarding Bidder's performance.

Section III:

Bidder's Presentation

Presentations will be conducted for the two highest-scoring qualifications. The format will be left to the proposers' discretion. Each presentation will be limited to one hour per qualification and should include the project design principles. Interviews will be scheduled Sept. 4-6, 2024, following submission.

Section IV:

Notification of Contract Award

The successful proposer will be chosen based on their evaluation score and the review team's recommendations. Workforce Alliance will notify the successful bidder by phone and written confirmation. Any bidder whose qualifications is not accepted will be notified in writing. In the event a contract cannot be finalized (30 days after the contract is awarded), Workforce Alliance will enter negotiations with the second-highest evaluation.

Conditions

All prospective contractors must be willing to adhere to the following conditions.

1. Workforce Alliance reserves the right to select any or none of the quotes submitted for consideration.
2. Any contract awarded as a result of this RFQ must fully conform to the requirements of state and federal laws. Workforce Alliance reserves the right to void any contract awarded and is not obligated to reimburse the contractor for incurred and documented expenses.
3. All quotes in response to this RFQ are to be the sole property of Workforce Alliance and will be regarded as proprietary information. If any vendor requests access to a competitor's quotes, Workforce Alliance will contact the other vendor for permission to release any part of the quotes.
4. Workforce Alliance shall own solely any product developed under a contract awarded as a result of this RFQ.
5. Workforce Alliance will determine the timing and sequence of events resulting from this RFQ.
6. Any oral agreement or arrangement made by a vendor with any agency or employee of Workforce Alliance may be disregarded by Workforce Alliance.
7. Workforce Alliance reserves the right to reject the quotes of any vendor who is in default of any prior contract or for misrepresenting its quotes.
8. All parties responding to this RFQ do so at their own expense; Workforce Alliance assumes no responsibility or liability for costs associated with responding to this RFQ.