

**Child Care Facilities Loan Fund (CCFLF) Program  
Requests for Qualifications (RFQ)**

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The Department of Social Services (DSS), in conjunction with its program manager for the Child Care Facilities Loan Fund (CCFLF) program the Connecticut Health and Educational Facilities Authority (CHEFA), is issuing Requests for Qualifications (RFQ). The RFQs will be issued by CHEFA for architects, including architectural firms, and project managers, including project management firms, interested in being listed with CCFLF as providers of client architectural and project management services. A copy of each RFQ is attached.

The important dates in the requests are:

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| August 1, 2007    | - | Requests circulated   |
| August 27, 2007   | - | Deadline for questions  |
| August 29, 2007   | - | Amendments to the RFQ and response to submitted questions available |
| September 4, 2007 | - | Sealed proposals received by CHEFA by 5:00 P.M.                     |

The following are the scope of services potentially to be provided to recipients of the architectural or project management services.

**Project Management Services**

- Assistance with the evaluation of potential architects
- Assistance with the evaluation of potential contractors
- Perform as Owners Representative in meetings with the development team
- Assist with the development of detailed construction budgets
- Assist with the development of a project financing strategy
- Assistance with the preparation of the contractor bid package
- Coordinate the work of the development team, evaluating its performance and flagging issues for the provider
- Keep loan applicants and development team on projected timelines
- Preparation of construction documents
- Construction monitoring
- Serve as Clerk-of-the-Works for the project

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**Architectural Services**

- Site evaluation, including zoning analysis and permitting requirements
- Space program development
- Development of schematic design layouts
- Development of preliminary cost estimates
- Creation of materials such as color renderings of the proposed project, to be used for fundraising purposes
- Preparation of construction documents
- Assistance with the evaluation of potential contractors
- Assistance with the preparation of the contractor bid package
- Construction monitoring

**Why we need to develop lists of qualified architects and project managers?**

In the ten years that the Child Care Facilities Loan Fund has been in operation, a continuing difficulty for child care providers has been to find architects that have knowledge and experience in designing child care facilities and project managers that can reduce the burden on already over-burdened child care program staff and governing boards. While child care staff are competent professionals in their areas of expertise, they generally lack understanding and experience of design and development of facilities.

As the state increases the number of child care slots to meet the demand for quality child care to adequately prepare children to succeed academically and socially in school, the need to develop the child care infrastructure is an acknowledged component. Quality child care facilities are a synergy of quality design from knowledgeable professionals with the participation of child care professionals. The development of a list of architects that applicants for the tax-exempt or guarantee loan components of CCFLF can choose from should improve the quality of facilities and reduce the time required to select an architect.

Experience has also identified project management as a critical need. Again, as the state increases the requirements on child care programs to provide quality child care experiences, the focus of child care directors needs to be on the delivery system. This includes staff development and training, curriculum development, supervision, program planning and program administration. Managing a child care program can be likened to managing a school with the child care director the proxy for the school principal. No school principal would be responsible for overseeing the design, development and construction of a school and it is equally inappropriate to expect those tasks to be performed by a child care director.

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**Development of lists of architects and project managers**

After the submission deadline, a committee of representing DSS, CHEFA and any three of the following: the Connecticut State Department of Education, **or**, the Connecticut Department of Public Works, **or**, the Connecticut Investment Partnership or similar organization, **or**, the Connecticut Accreditation Facilitation Project of Connecticut Charters-A-Course or similar organization, **or**, an individual representing loan recipients of the Tax-exempt loan program, **or**, an individual representing loan recipients of the Guarantee loan program will meet to review the submissions.

**Architects and architectural firms will be listed as follows:**

The list will group architects and firms by qualification, first listing those that have experience developing early education facilities, next listing those who have taken a seminar or workshop on early education facility design but have no experience in their development and finally listing those firms with no experience or education in early education facilities.

- Architects must be licensed to practice in the State of Connecticut
- Architect must disclose any pending or unresolved legal actions against the firm
- Architect must disclose any pending or unresolved issues before the Connecticut Department of Consumer Protection
- Architect must provide three satisfactory references Fees for service will be reviewed for reasonableness
- Preference will be given to firms that have experience designing early education facilities or have attended a training on early childhood education facility design

**Project managers and project management firms will be listed as follows:**

The list will group project managers and firms by qualification, first listing those that have experience developing early education facilities, next listing those firms or individuals with no experience or education in early education facilities.

- Project managers must disclose any pending or unresolved legal actions against the firm
- Project managers must disclose any pending or unresolved issues before the Connecticut Department of Consumer
- Project manager must provide three satisfactory references Fees for service will be reviewed for reasonableness
- Preference will be given to firms that have experience developing early education facilities