



**REQUEST FOR QUALIFICATIONS
(RFQ 01PTH-0825)**

RENOVATION OF FACILITY

**Architect Services
Programming and Schematic Design**

JOB SITE LOCATION: BRIDGEPORT, CT

THE CENTER FOR FAMILY JUSTICE, INC.

REQUEST FOR QUALIFICATION

RFQ NO. 01PTH-0825

RENOVATION OF FACILITY

ARCHITECT PROGRAMMING AND SCHEMATIC DESIGN SERVICES

The Center for Family Justice, Inc. is vetting architect firms for an invitation to submit a proposal for the **programming and schematic design phase of a renovation and improvement project** at its facility located at **753 Fairfield Avenue, Bridgeport, CT**. To be considered, interested architect firms must first schedule a one-time mandatory site visit and complete this Request for Qualification (RFQ) in its entirety.

Due Date for Request for Qualification

All RFQs are due on Friday, September 19, 2025 by 4:00 PM EST to:

**The Center for Family Justice, Inc.
Attn: Paul Santos/RFQ 01PTH-0825
753 Fairfield Avenue
Bridgeport, CT 06604**

Scheduling a Site Visit

Site visits are available by appointment only. To schedule a site visit, please contact Paul Santos at (203) 334-6154, x143. Appointment slots are only available Monday through Friday, 9:00 AM to 2:00 PM starting on Tuesday, September 3, 2025 through Wednesday, September 17, 2025.

Invitation to Bid Selection Process

On or after Monday, September 22, 2025, a review committee at The Center for Family Justice will review all RFQs. Interested firms will be scored based on their responses to this RFQ. The top five firms that score the highest shall be invited to submit a proposal and be scheduled for a formal interview with the selection committee. At the conclusion of all interviews, the selection committee will award one firm with a contract to perform the services outlined in this RFQ.

The Center for Family Justice, Inc. is an Affirmative Action/Equal Opportunity Employer. Minority/Women's business Enterprises are encouraged to apply.

The Center for Family Justice, Inc.
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Estimated Time Period

This project is anticipated to start October 2025. Firms should be able to complete programming and schematic design phase within 30 days of start date.

Eligibility

The RFQ is open to those firms that satisfy the minimum qualifications stated herein and that are available to work in the State of Connecticut.

Content of the Request for Qualifications

1. Introduction and Background
2. Scope of Work
3. Submission Requirements
4. Attachments

1. Introduction

1.1 – Purpose and Background

The Center for Family Justice, Inc. (CFJ) is a non-profit organization located in Bridgeport, CT. CFJ’s mission is to break the cycle of abuse and violence – domestic, sexual and child – by providing services that create hope, restore lives and drive social change through education and community collaboration.

CFJ is initiating this Request for Qualifications (RFQ) to architect firms that may be interested in being considered to submit a formal proposal on a project to renovate CFJ’s main office building. **Floor plans will be provided at the time of the site visit.**

The Center will award one contract to provide the services described in this RFQ to only one of the firms that are invited to submit a formal proposal (RFP). Any contract awarded as a result of this procurement is contingent upon the availability of funding.

1.2 – Minimum Qualifications

Minimum qualifications of contractors include:

- Licensed to do business in the State of Connecticut.
- Minimum of 10 years experience as an architect firm working in a commercial setting.
- Must be able to provide at least three (3) references where architect has led similar projects.
- The Center is an Affirmative Action/Equal Opportunity employer. Small, Minority owned and Women’s business enterprises are encouraged to apply.

2. Scope of Work

2.1 – Objectives and Scope of Work

The architect firm will work with the lead project team from The Center for Family Justice on this renovation. **The architect will be responsible for the programming and schematic design phase of this project as a part of this initial RFQ/RFP.** Upon completion of the schematic design, the architect will assist CFJ in the solicitation for and selection of a Construction Manager (CM) through a formal RFP process. Part of the CM’s responsibilities will include proving a budget at a high level to ensure that the schematic design completed by the architect firm is within scope and budget. The full scope of work for the CM will be outlined at a later time.

At the discretion of The Center for Family Justice and at the approval of the State of Connecticut’s Department of Economic and Community Development, the architect firm may be considered for the remainder of the project which would include Design Development, Construction Documents, Bidding and Construction Administration – otherwise a new RFP will be created to solicit a new architect firm for the remaining phases.

2.2 – Additional Requirements

- A. The Architect firm will initiate and complete the work within the applicable time frame after receipt of approval from The Center for Family Justice and the State of Connecticut’s Department of Economic and Community Development.
- B. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which

prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

2.3 – Project Schedule

The following is the proposed schedule for the selection process and work program:

Publish RFQ	September 2, 2025
Site Visit: (mandatory)	Sept. 3 – 17, 2025
RFQs Due:	September 19, 2025 by 4PM
Request for Proposals Invites:	Week of September 22, 2025
RFPs Due By :	September 26, 2025 Contract
Interviews:	Week of September 29, 2025
Award:	Week of October 6, 2025
Work Begins:	On or After October 13, 2025

The Center reserves the right to revise the above schedule.

3. Submission Requirements

3.1 – Mandatory One-Time Site Visit

In order to complete this RFQ, each architect Firm must schedule a one time visit to review the work site.

3.2 – Requests for Information (RFI)

All requests for information shall be directed to Paul Santos, Chief Information and Operations Officer via email at psantos@centerforfamilyjustice.org. All RFIs will be made available to all interested firms.

3.3 – Documents to Submit

1. Complete Statement of Qualifications Form (Attached)
2. Attach a description of qualifications and experience of the personnel to be assigned to the project.
3. Attach a description of firm's scope of services for each project listed on Statement of Qualifications Form.
4. Hourly Fees and Expense Schedule

3.4 – Submission Due Date

Late submittals will not be accepted and will be automatically disqualified from further consideration. All submittals and any accompanying documentation become the property of The Center for Family Justice, Inc. and will not be returned.

RFQ is due on Friday, September 19, 2025 by 4PM. RFQ can be mailed to or dropped off to:

The Center for Family Justice, Inc.
Attention: Paul Santos (RFQ01PTH-0825)
753 Fairfield Avenue
Bridgeport, CT 06604

3.5 – No Obligation Contract

This RFQ does not obligate The Center to contract for services specified herein.

3.6 – Rejections

The Center reserves the right at its sole discretion to reject any and all submittals received without penalty and not to issue a contract as a result of this RFQ and RFP process.

4. RFQ Scoring Outline

An internal selection committee at The Center for Family Justice will review and score each architect firm's submittals. The State of Connecticut's Department of Economic and Community Development reserves the right to review all submittals and monitor the selection committee's review process.

Firms will be scored in the following categories:

1. Completeness and Review of the Statement of Qualifications Form – 25%
2. Experience of the Personnel Assigned to the Project – 20%
3. Review of similar projects completed by the Firm – 20%
4. Review of Feedback from References on similar projects – 15%
5. Hourly Fee and Expense Schedule – 20%

Each scoring category is worth a specific percentage of the firm's total score. The firm that scores the highest in each category will receive the most number of percentage points available for that category. Should a tie occur, each firm will be awarded the highest number of points available for that category.

The top five firms that score the highest overall shall be invited to submit a formal proposal and be scheduled for a formal interview with the selection committee.

One firm will be awarded a contract to perform the work outlined in this RFQ/RFP process.

**An Affirmative Action/Equal Opportunity Employer.
Minority/Women's Business Enterprises are encouraged to apply.**

Attachment A

Statement of Qualification

Firm Name:
Phone:
Fax:
Business Address:
Number of days needed to complete work proposed in this RFQ?
When Organized?
Where Organized?
Years in business under current name?
List of major accounts comparable to work proposed and contact information.
1.
2.
3.
4.
<i>By signing below, you acknowledge that all information submitted is accurate and truthful.</i>
Print Name:
Signature:
Title:
Date: